



November 7, 2017 9:00 am

1. Call to Order by Mayor Jan J. Moore
2. Invocation and Pledge of Allegiance by Councilman Phil Boyum
3. Recognitions/Public Presentations
 - A) City of Statesboro Employee of the Quarter
 - B) Retirement of Marvin Mincer, Collection Equipment Operator, for 11 years of service
 - C) Retirement of Terrell Evans, Water & Sewer Laborer, for 19 years of service
4. Public Comments (Agenda Item):
5. Consideration of a Motion to approve the Consent Agenda
 - A) Approval of Minutes
 - a) 10-17-2017 Council Minutes
 - b) 10-17-2017 Executive Session Minutes
6. Consideration of a Motion to approve an application for Sec.6-17(d) exemptions to open container prohibition.
 - a) Eagle Creek Brewing Company
7. Consideration of a Motion to approve **Resolution 2017-38**: A Resolution to approve the revision to the City of Statesboro Job Classification and Compensation Plan by approving the proposed pay grade assignments, classifications and job descriptions for sworn police officers and update of the classification and compensation plan. The increases would begin on January 1, 2018.
8. Consideration of a Motion to Approve **Resolution 2017-39**: A Resolution to hereby amend the City's Classification and Compensation Plan as follows:
 - Merge the Natural Gas Department with the Water/Wastewater Department and name the new single Department, Public Utilities Department,
 - Dissolve the Position of Director of Water/Wastewater,
 - Re-Title the Position of Director of Natural Gas as Director of Public Utilities,
 - Re-Classify the Position of Assistant Director of Water/Wastewater to Compliance Project Manager,
 - Re-Title the Position of Assistant Director of Natural Gas as Natural Gas Superintendent,
 - Within the Wastewater Division, Create the New Position of Operations Supervisor.
9. Consideration of a Motion to Adopt **Resolution #2017-40**, a Resolution approving the City of Statesboro's proposed FY 2018 Street Resurfacing List, and further authorizing the Mayor to execute the GDOT LMIG Application. GDOT will allocate \$298,311.22 to

the City and requires 30% matching funds. The City has \$315,000 in matching funds from 2013 SPLOST budgeted for the project under ENG-40 in FY 2018.

10. Consideration of a motion to approve Task Order 2 of Stormwater Master Planning with Ecological Planning Group, LLC in the amount of \$90,220.00 to perform stormwater hydrologic & hydrology modeling of Basin #7, MLK West.
11. Consideration of a Motion to award a contract for utility billing services to South Data per the terms submitted in their request for proposals response. If approved, this would be paid out of the Water/Sewer Fund.
12. Consideration of a Motion to award a contract for the purchase of a Spotter truck to Briggs Equipment in the amount of \$104,976.48. If approved, this would be paid for using 2013 SPLOST Funds and is listed under CIP # SWD-34.
13. Discussion/update on the appointment of an outside third party regarding the review of the RFQ for health insurance for the City of Statesboro..
14. Discussion of the Police Substation near Georgia Southern University.
15. Other Business from City Council
16. City Managers Comments
17. Public Comments (General)
18. Consideration of a Motion to Adjourn



**CITY OF STATESBORO
Council Minutes
October 17, 2017**

A regular meeting of the Statesboro City Council was held on October 17, 2017 at 5:30p.m. in the Council Chambers at City Hall. Present were Mayor Jan J. Moore, Council Members: Phil Boyum, Sam Lee Jones, Jeff Yawn and Travis Chance. Also present were City Manager Randy Wetmore, Deputy City Manager Robert Cheshire, City Clerk Sue Starling and City Attorney Cain Smith. Councilman John Riggs was absent.

The Meeting was called to Order by Mayor Jan J. Moore

The Invocation and Pledge of Allegiance was led by Councilman Travis Chance

Public Comments (Agenda Item): None

Mayor Moore presented a proclamation to Kim Billings of Safe Haven to recognize “Domestic Violence Awareness Month”.

Consideration of a Motion to approve the Consent Agenda

A) Approval of Minutes

a) 10-03-2017 Council Minutes

B) Consideration of a motion to adopt Resolution 2017-36: A Resolution authorizing the destruction of certain municipal records that have met their retention.

Councilman Yawn made a motion, seconded by Councilman Chance to approve the consent agenda in its entirety. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Consideration of a Motion for Approval of an Intergovernmental Agreement (IGA) regarding participation of Bulloch County and payment of a portion of its tax increment to City of Statesboro TAD #1: Downtown TAD.

Councilman Boyum made a motion, seconded by Councilman Yawn to approve an Intergovernmental Agreement (IGA) regarding participation of Bulloch County and payment of a portion of its tax increment to City of Statesboro TAD #1: Downtown TAD. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Public Hearing and Consideration of a Motion to Approve: APPLICATION # RZ 17-10-01: Paul D. Walsh requests a zoning map amendment for .7 acres of property located at Lanier Drive from R4 (High Density Residential District) to CR (Commercial Retail) zoning district to construct a mixed-use retail center (Tax Parcel # MS63 000010 000).

Councilman Yawn made a motion, seconded by Councilman Boyum to open the public hearing. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Sam Dipolito, representing the applicant, spoke in favor of the request.

Councilman Yawn made a motion, seconded by Councilman Jones to close the public hearing. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Councilman Chance made a motion with staff recommendations, seconded by Councilman Boyum to approve APPLICATION # RZ 17-10-01: Paul D. Walsh requests a zoning map amendment for .7 acres of property located at Lanier Drive from R4 (High Density Residential District) to CR (Commercial Retail) zoning district to construct a mixed-use retail center (Tax Parcel # MS63 000010 000). Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Public Hearing and Consideration of a Motion to Approve: APPLICATION # RZ 17-09-02: Robert Byrd requests a zoning map amendment for .14 acres of property located at 204 Roundtree Street from R6 (Single-Family Residential) to CR (Commercial Retail) zoning district to construct a parking lot, farmer's market and community area (Tax Parcel # S09 000068 000).

Councilman Yawn made a motion, seconded by Councilman Chance to open the public hearing. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Robert Byrd spoke in favor of the request.

Councilman Boyum made a motion, seconded by Councilman Yawn to close the public hearing. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Councilman Jones made a motion with staff recommendations, seconded by Councilman Boyum to Approve: APPLICATION # RZ 17-09-02: Robert Byrd requests a zoning map amendment for .14 acres of property located at 204 Roundtree Street from R6 (Single-Family Residential) to CR (Commercial Retail) zoning district to construct a parking lot, farmer's market and community area (Tax Parcel # S09 000068 000). Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Public Hearing and Consideration of a Motion to Approve: APPLICATION # V 17-10-02: Whitfield Signs requests a variance from Article XV Section 1509(C) Table 3 of the Statesboro Zoning Ordinance for 8.24 acres of property located at 409 Clairborne Avenue regarding the maximum allowed for freestanding and building signs in Sign District 1 (Tax Parcel # S53 000001 000).

Councilman Yawn made a motion, seconded by Councilman Boyum to open the public hearing. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Josh Whitfield of Whitfield Signs, on behalf of the applicant and YMCA, spoke in favor of the request.

Councilman Yawn made a motion, seconded by Councilman Jones to close the public hearing. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Councilman Chacne made a motion, seconded by Councilman Yawn to Approve: **APPLICATION # V 17-10-02:** Whitfield Signs requests a variance from Article XV Section 1509(C) Table 3 of the Statesboro Zoning Ordinance for 8.24 acres of property located at 409 Clairborne Avenue regarding the maximum allowed for freestanding and building signs in Sign District 1 (Tax Parcel # S53 000001 000). Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Consideration of a Motion to approve Resolution 2017-35: A Resolution of the Mayor and City Council of Statesboro to adopt the bylaws and letter of support for the Keep Statesboro-Bulloch Beautiful Commission (KSBBC).

Councilman Boyum made a motion, seconded by Councilman Yawn to approve **Resolution 2017-35:** A Resolution of the Mayor and City Council of Statesboro to adopt the bylaws and letter of support for the Keep Statesboro-Bulloch Beautiful Commission (KSBBC). Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Mayor Moore thanked State Legislator Jan Tankersley for helping to get this project started up again with a previous grant.

Consideration of a motion to reject all bids for the "South College Street Headwall Construction" Project

Councilman Jones made a motion, seconded by Councilman Boyum to reject all bids for the "South College Street Headwall Construction" Project. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Discussion of TSPLOST and authorize the City Manager and staff to continue the preliminary negotiations regarding the City's participation.

After discussion, Councilman Boyum made a motion, seconded by Councilman Yawn to authorize the City Manager and staff to continue the preliminary negotiations regarding the City's participation. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Other Business from City Council: None

City Managers Comments

City Manager Randy Wetmore updated Council on projects that were completed or on-going in various departments. The list included:

1. A report for the 1 percent millage rate increase for police salaries would be brought to Council in November. The raises would include a portion of the increase and would take effect on January 1, 2018.
2. The Right Start meetings are going well.
3. We have completed the customer service class.
4. The Police Department has the new website up and running
5. Customer Service is now part of the newly hired training orientation
6. Public Works is working on a facebook page and twitter
7. Planning and Zoning is cross training employees
8. Reviewing ordinances for updates
9. Implemented auto read meters
10. City Hall porch will be completed by November
11. Looking at a utility payment drop box off site
12. Utility applications on line
13. New City Hall hours to pay utility bills

Public Comments (General):

A citizen complimented Mayor and Council on how the meeting was conducted and that everything was nice.

Consideration of a Motion to enter into Executive Session to discuss "Real Estate" and "Potential Litigation" in accordance with O.C.G.A.§50-14-3 (2012)

At 6:27 pm, Councilman Boyum made a motion, seconded by Councilman Yawn to enter into Executive Session to discuss "Real Estate" and "Potential Litigation" in accordance with **O.C.G.A.§50-14-3 (2012)**. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

At 7:03 pm. Councilman Chance made a motion seconded by Councilman Jones to exit Executive Session. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

Consideration of a Motion to Adjourn

Councilman Chance made a motion, seconded by Councilman Yawn to adjourn the meeting. Councilman Boyum, Jones, Yawn and Chance voted in favor of the motion. The motion carried by a 4-0 vote.

The meeting was adjourned at 7:03 pm.

CITY OF STATESBORO

COUNCIL

Phillip A. Boyum
Sam Lee Jones
Jeff B. Yawn
John C. Riggs
Travis L. Chance



Jan J. Moore, Mayor
Randy Wetmore, City Manager
Robert Cheshire, Deputy City Manager
Sue Starling, City Clerk
I. Cain Smith, City Attorney

50 EAST MAIN STREET • P.O. BOX 348
STATESBORO, GEORGIA 30459-0348

To: City Manager Randy Wetmore

From: City Clerk Sue Starling

Date: 10/31/2017

RE: Exemption To Open Container Application

Policy Issue: Mayor and Council shall approve application in accordance with City of Statesboro Alcohol Ordinance Chapter 6 Sec 6-17(d)(1)

- (1) Any person shall have standing to request, and only the mayor and city council shall have authority to grant exemptions from the prohibitions contained in subsection 6-17(c) for events occurring in the city. Any exemption shall be by resolution and clearly define the date, time and boundary area for such an exemption, and shall include and all terms conditions deemed appropriate by the mayor and city council to maintain public safety and welfare.

Recommendation: Police, Fire, Public Works and Legal recommended approval

Background: Reoccurring Event

Budget Impact: None

Council Person and District: Sam Jones (District 2)

Attachments: Application and Department Approvals

CITY OF STATESBORO
P O BOX 348
STATESBORO, GEORGIA 30459
Telephone (912) 764-5468 Fax (912) 764-4691

**APPLICATION FOR SEC. 6-17(d) EXEMPTIONS TO OPEN
CONTAINER PROHIBITION.**
20 DAY NOTICE IS REQUIRED BEFORE THE EVENT

DATE OF APPLICATION October 2nd, 2017

DATE OF EVENT Saturday, November 11th 2017

TIME OF EVENT 7pm until 11pm

LOCATION OF EVENT Eagle Creek Brewing Company

TYPE OF EVENT (DETAILED DESCRIPTION) _____
Kappa Delta Sorority Semi-Formal

PRODUCTS TO BE SERVED: X BEER X WINE X LIQUOR

**DESCRIPTION OF THE AREA, INCLUDING THE SIZE AND THE MAXIMUM
NUMBER OF PERSONS FOR SUCH AREA** _____

Maximum number of persons will be 350. The front parking lot of Eagle Creek

Brewing company will be sectioned off for the event.

**DESCRIPTION OF THE METHOD AND STRUCTURES THAT WILL BE USED
TO SECURE AND SEPARATE SUCH AREA FROM OTHER PUBLIC AREAS** _____

Temporary vinyl fencing supported by removable metal poles.

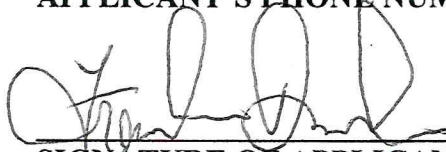
Crowd control metal gates will be on each end of the area with adequate space for egress.

ATTACH AN 8 ½ x 11 INCH MAP OF THE AREA BEING CLOSED OFF.

NAME OF APPLICANT Franklin Dismuke, Eagle Creek Brewing Company

APPLICANT'S ADDRESS 106 Savannah Ave, Ste B Statesboro, GA 30458

APPLICANT'S PHONE NUMBER 912-678-1738


SIGNATURE OF APPLICANT

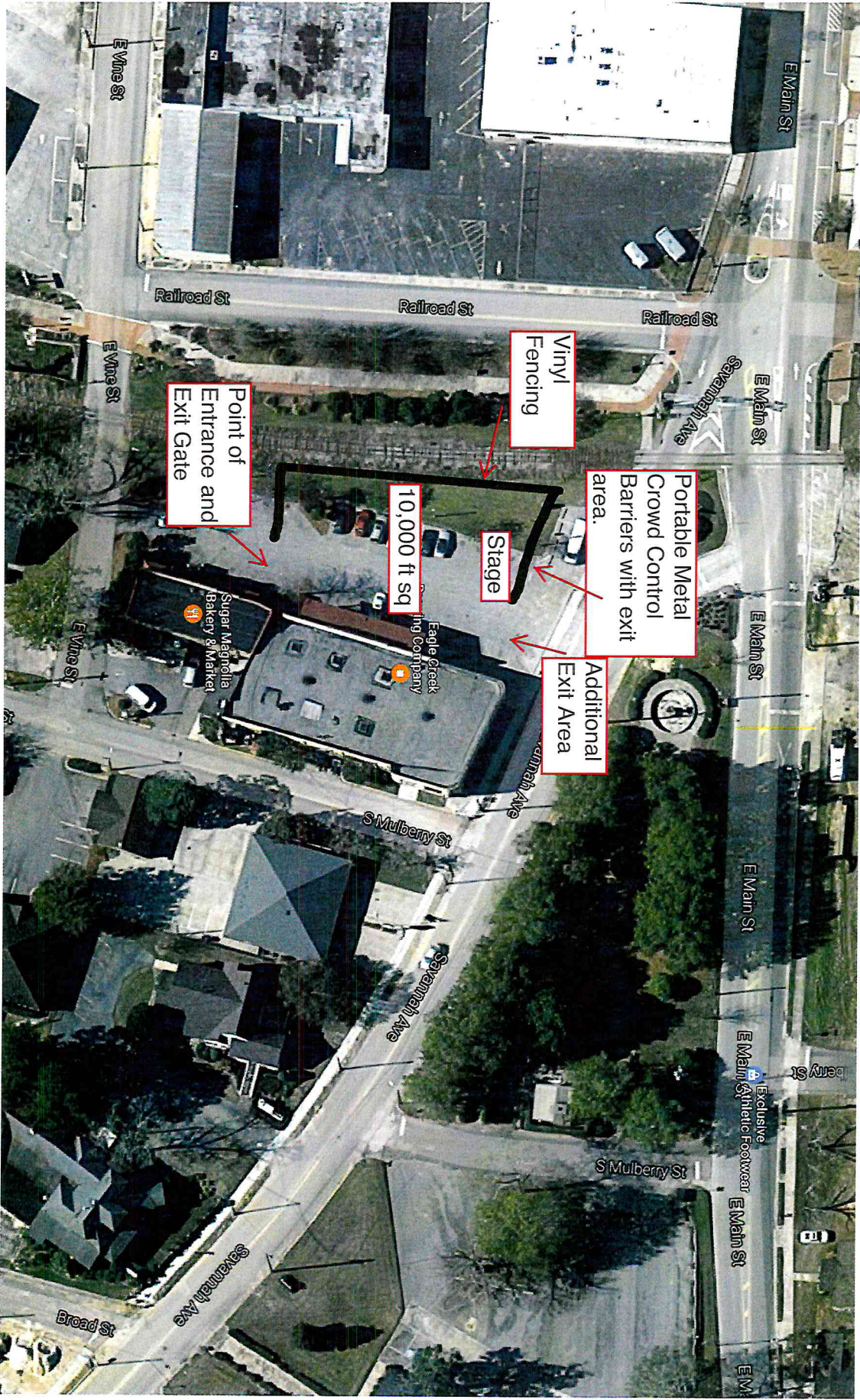
10/2/17
DATE

OFFICE USE:

DATE OF COUNCIL MEETING _____

DATE APPROVED BY MAYOR AND CITY COUNCIL _____

Google Maps Eagle Creek



Eagle Creek Brewing Company
John Franklin Dismuke
11/11/2017

Please enter your recommendations and comments with your full name.

Exemptions To Open Container Prohibition

Department	Full Name	Recommendation	Comments
Police Department	Mike Broadhead	Approve	Need to ensure underage persons do not have access to alcohol, particularly in the parking lot area, which may be more difficult to control. Need to have adequate staff in the parking lot area and consider using wristbands/stamps/etc to identify patrons of appropriate age for alcohol consumption.
Fire Department	JF	Approve	I have spoken with Mr. Franklin and worked it out to have two means of egress one on the front side and one on the back side that will be manned by staff members of Eagle Creek Brewing Company, only using the front as main entry point. In addition the occupant load inside the building cannot exceed 83 persons this includes employees as well as patrons. 10-9-17
Public Works	RS	Approve	Sidewalk along Savannah Ave must remain open for public use. 10/09/17
Legal	CS	Approved	See Email



STATESBORO POLICE DEPARTMENT

Ph 912-764-9911

25 West Grady Street, Statesboro, Georgia 30458

Fx 912-489-5050

TO: Randy Wetmore, City Manager

FROM: Mike Broadhead, Chief of Police

CC: Jeffery Grant, Director of Human resources

DATE: November 7, 2017

RE: Police Pay Adjustment

POLICY ISSUE: Budget/Pay Plan

RECOMMENDATION: That Council adjust the City Employee Pay Plan to establish a starting wage of \$37,004 for entry level officers.

BACKGROUND: Police salaries require an adjustment to ensure that Statesboro is paying a competitive wage. There are several market factors that are affecting police wages, including a limited amount of people applying for jobs across the profession. This has created a shortage of officers in most agencies in our region, and is driving up the cost of wages and benefits as cities and counties compete for talented people. Additionally, trained, seasoned officers are in high demand, and the current climate allows officers to move easily between agencies. A wage adjustment is one piece of the puzzle to both attract, and retain, talented officers.

Council has previously discussed this issue at public meetings, and in fact voted to increase property taxes, with the clear direction given to city staff to make a recommendation to increase police salaries for city officers.

A market adjustment to the starting salary of 12.29% would bring the starting wage to \$37,004 annually. A wage survey conducted by the Human Resources Director indicates that this new entry wage would put us in a competitive position as we look forward at the changes coming to police wage packages across our region.

An adjustment to the starting wage has a ripple affect across the entire police pay spectrum, and will necessitate additional, commensurate pay increases for police pay in our current Pay Plan. An effort to avoid "compression" in the pay plan has been addressed by the City's Finance Director, Cindy West. These wage adjustments can be accomplished within the new property tax increase.

BUDGET IMPACT: This has a direct budget impact. Council voted to raise property taxes, which will bring in additional revenues to the City. The new police wage increase will be absorbed by these additional revenues.



STATESBORO POLICE DEPARTMENT

Ph 912-764-9911

25 West Grady Street, Statesboro, Georgia 30458

Fx 912-489-5050

COUNCIL DISTRICT: All

Attachments: Resolution

RESOLUTION -2017-38: A RESOLUTION AMENDING THE JOB
POSITION CLASSIFICATION AND COMPENSATION PLAN

THAT WHEREAS, it is essential to have qualified municipal employees in order to provide reliable services to the citizens of Statesboro; and

WHEREAS, in order to accomplish this the Mayor and City Council previously have adopted a new Job Position Classification and Compensation Plan on April 5, 2017; and

WHEREAS, the City Manager has made a recommendation to approve the following revision to the City of Statesboro Job Classification and Compensation Plan by approving the proposed pay grade assignments, classifications, and job descriptions for sworn police officers; and update of the classification and compensation plan.

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Statesboro, Georgia in regular session assembled this 7th day of November, 2017 as follows:

Section 1. That the Job Position Classification and Compensation Plan, which includes a list of job titles and pay grades; a grade and step pay matrix; and written job descriptions for each position with City government, previously adopted on April 5, 2017, and as subsequently amended, is hereby further amended as follows:

- That the following pay grade assignments and classifications for sworn officers be revised; (Proposed pay grade assignments & classifications attached)
- That the Police Officer, APO, Corporal, Sergeant, Captain, Lieutenant, Captain, Deputy Chief, and Police Chief job descriptions be revised. (Job descriptions attached)
- That the Classification and Compensation Plan, Classifications and Assignments are updated; (Updated Classification and Compensation Plan Attached)

Section 2. That this Resolution shall be and remain in full force and effect from and after its date of adoption.

Passed and adopted this 7th day of November 2017.

CITY OF STATESBORO, GEORGIA

By: _____
Jan J. Moore, Mayor

Attest: _____
Sue Starling, City Clerk

GRADE	RANK	Minimum (Hourly)	Minimum (Annual Salary - 40 HR WEEK)	Midpoint (Hourly)	Midpoint (Annual Salary - 40 HR WEEK)	Maximum (Hourly)	Maximum(Annual Salary -40 HR WEEK)
PD-10	CHIEF	\$ 41.82 \$	86,985.02	\$ 55.42 \$	115,255.14	\$ 69.00 \$	143,525.27
PD-9	DEPUTY CHIEF	\$ 34.41 \$	71,562.79	\$ 45.59 \$	94,820.70	\$ 56.77 \$	118,078.61
PD-8	CAPTAIN	\$ 29.69 \$	61,818.52	\$ 39.38 \$	81,909.68	\$ 49.04 \$	102,000.73
PD-7	LIEUTENANT	\$ 26.29 \$	54,672.71	\$ 34.83 \$	72,441.34	\$ 43.37 \$	90,209.98
PD-6	SERGEANT	\$ 22.71 \$	47,228.34	\$ 30.08 \$	62,577.56	\$ 37.46 \$	77,926.77
PD-5	CORPORAL/SEN DET	\$ 20.59 \$	42,837.50	\$ 27.29 \$	56,759.69	\$ 33.98 \$	70,681.87
PD-4	DETECTIVE	\$ 19.62 \$	40,797.62	\$ 25.98 \$	54,056.84	\$ 32.36 \$	67,316.07
PD-3	APO	\$ 18.69 \$	38,854.88	\$ 24.75 \$	51,482.71	\$ 30.82 \$	64,110.55
PD-2	OFFICER	\$ 17.79 \$	37,004.64	\$ 23.57 \$	49,031.15	\$ 29.35 \$	61,057.67



City of Statesboro, GA

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Police Officer

Department: Police
Pay Grade: 107
FLSA Status: Non-Exempt

JOB SUMMARY

The Police Officer is responsible for the enforcement of federal, state, and local laws and the protection of life and property. This is a sworn position and will require the ability to perform basic patrol officer functions.

ESSENTIAL JOB FUNCTIONS:

- Patrols an assigned zone in order to detect and deter criminal activity and traffic violations;
- Issues citations;
- Completes zone checks for assigned zones.
- Responds to calls relayed by communications officers, including domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service duties, stranded motorists, and others;
- Conducts preliminary investigations into traffic accidents, crimes, and other incidents, including interviewing victims, complainants and witnesses, gathering information and evidence, securing crime scenes, and performs basic crime scene processing;
- Preliminary investigative work to include taking pictures, collecting statements, and lifting fingerprints;
- Apprehends, arrests, and processes offenders, including fugitives;
- Summons witnesses, and transports prisoners;
- Provides assistance and backup support to other officers and emergency service providers as necessary;
- Maintains overt integrity in all matters.

- Provides first aid and CPR to victims as necessary and assists motorists;
- Provides traffic direction and escort services as needed for events such as parades, funerals, ball games, and school crossings;
- Testifies in judicial proceedings as necessary;
- Completes all required reports and forms, including accident and incident reports;
- Inspects and maintains an assigned patrol car, uniform, and equipment;
- Prepares and serves criminal warrants;
- Assists with training new officers;
- Attends ongoing training classes as required;
- Works extra patrol details as necessary;
- Performs Bailiff duties for Municipal Court; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High School Diploma or GED;
- Valid State of Georgia Driver's License or the ability to obtain one within 60 days;
- Georgia POST certification or the ability to obtain Ga POST certification.

Knowledge, Skills and Abilities:

- Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, City ordinances, and Department policies and procedures;
- Knowledge of traffic investigation techniques and procedures;
- Knowledge of the geography and streets of the City;
- Knowledge of the court system and judicial procedures.
- Knowledge of first-aid and CPR techniques;
- Knowledge of the court system and judicial procedures;
- Skilled in operating police vehicles, firearms, emergency equipment, and other standard and specialized law enforcement equipment;
- Skilled in interrogation and interviewing techniques;
- Skilled in restraining persons without causing physical harm;
- Skilled in using computers for word processing and/or accounting purposes;
- Ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act;
- Ability to analyze situations and to adopt quick, effective, and reasonable courses of action based on surrounding hazards and circumstances;
- Ability to carry duty belt, other weapons, and evidence equipment and sometimes lifting and/or carrying of tires and debris, or of individuals in a rescue effort;
- Ability to maintain constructive and cooperative working relationships with others; and
- Ability to cooperate with fellow employees as a team member.
- Ability to display overt integrity.

PHYSICAL DEMANDS:

The work is typically performed while sitting, standing, walking, running, bending, crouching, or stooping. The employee must occasionally lift light or heavy objects, climb ladders, use equipment requiring a high degree of dexterity, the ability to distinguish between shades of color, and use the physical force necessary to arrest and restrain persons.

WORK ENVIRONMENT:

The work is performed indoors, in a vehicle, and outdoors. The employee may be exposed to noise, infectious diseases, life-threatening situations, and inclement weather. The work requires the use of protective clothing and devices.

The City has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date



City of Statesboro, GA

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Advanced Patrol Officer

Department: Police
Pay Grade: 108
FLSA Status: Non-Exempt

JOB SUMMARY

The Advanced Patrol Officer is responsible for the enforcement of federal, state, and local laws and the protection of life and property. In addition, this is a sworn position that may require the ability to perform basic patrol officer functions.

ESSENTIAL JOB FUNCTIONS:

- Patrols an assigned zone in order to detect and deter criminal activity and traffic violations;
- Issues citations;
- Completes zone checks for assigned zones.
- Responds to calls relayed by communications officers, including domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service duties, stranded motorists, and others;
- Conducts preliminary investigations into traffic accidents, crimes, and other incidents, including interviewing victims, complainants and witnesses, gathering information and evidence, securing crime scenes, and performs basic crime scene processing;
- Preliminary investigative work to include taking pictures, collecting statements, and lifting fingerprints;
- Apprehends, arrests, and processes offenders, including fugitives;
- Summons witnesses, and transports prisoners;
- Provides assistance and backup support to other officers and emergency service providers as necessary;
- Maintains overt integrity in all matters.

- Provides first aid and CPR to victims as necessary and assists motorists;
- Provides traffic direction and escort services as needed for events such as parades, funerals, ball games, and school crossings;
- Testifies in judicial proceedings as necessary;
- Completes all required reports and forms, including accident and incident reports;
- Operates, Inspects and maintains an assigned patrol car, uniform, and equipment;
- Prepares and serves criminal warrants;
- Assists with training new officers;
- Attends ongoing training classes as required;
- Works extra patrol details as necessary;
- Performs Bailiff duties for Municipal Court; and
- Performs other assigned duties.
- An Advanced Patrol Officer may be assigned to a Specialized Unit or Temporary Duty Assignment that may require additional duties outside of this job description.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High School Diploma or GED;
- Two (2) years of experience as a POST Certified Police Officer;
- Valid State of Georgia Driver's License or the ability to obtain one within 60 days;;
- Georgia POST certification required.
- Completion of SPD mandated courses for Advanced Patrol Officer.

Knowledge, Skills and Abilities:

- Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, City ordinances, and Department policies and procedures;
- Knowledge of traffic investigation techniques and procedures;
- Knowledge of the geography and streets of the City;
- Knowledge of the court system and judicial procedures related to canine operations.
- Knowledge of first-aid and CPR techniques;
- Knowledge of the court system and judicial procedures;
- Skilled in operating police vehicles, firearms, emergency equipment, and other standard and specialized law enforcement equipment;
- Skilled in interrogation and interviewing techniques;
- Skilled in restraining persons without causing physical harm;
- Skilled in using computers for word processing and/or accounting purposes;
- Ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act;
- Ability to analyze situations and to adopt quick, effective, and reasonable courses of action based on surrounding hazards and circumstances;
- Ability to carry duty belt, other weapons, and evidence equipment and sometimes lifting and/or carrying of tires and debris, or of individuals in a rescue effort;
- Ability to maintain constructive and cooperative working relationships with others; and
- Ability to cooperate with fellow employees as a team member.
- Ability to display overt integrity.

PHYSICAL DEMANDS:

The work is typically performed while sitting, standing, walking, running, bending, crouching, or stooping. The employee must occasionally lift light or heavy objects, climb ladders, use equipment requiring a high degree of dexterity, the ability to distinguish between shades of color, and use the physical force necessary to arrest and restrain persons.

WORK ENVIRONMENT:

The work is performed indoors, in a vehicle, and outdoors. The employee may be exposed to noise, infectious diseases, life-threatening situations, and inclement weather. The work requires the use of protective clothing and devices.

The City has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date



City of Statesboro, GA

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Corporal

Department: Police
Pay Grade: 110
FLSA Status: Non-Exempt

JOB SUMMARY

The Corporal is responsible for assisting in the supervision of patrol officers under the direction of a Sergeant in the field by assisting subordinate personnel in handling unusual or complex situations, and patrolling the City. In addition, this is a sworn position that may require the incumbent to perform basic patrol officer functions.

ESSENTIAL JOB FUNCTIONS:

- Assists Supervisors on an assigned shift to ensure adherence to Department rules, regulations, and policies;
- Monitors patrol activities, responds to routine and emergency calls for assistance, patrols the City, and provides back-up support to other officers;
- Assists Supervisors in completion of paperwork completed by subordinate officers;
- Supervision of the shift in absence of the Lieutenant and Sergeant;
- Assisting the Lieutenant and Sergeant on evaluations of officers on shift;
- Dissemination of supplies via supply closet and supervision of key to said door;
- Enforces city, state, and federal laws;
- Issues citations as necessary;
- Arrests violators;
- Transports arrestees and prisoners;
- Conducts shift briefings and assigns patrol zones in the absence of the Sergeant;
- Performs weapons, equipment and uniform inspections;
- Responsible for ensuring that Bailiff, extra duty, and special events are adequately staffed;

- Provides traffic direction as needed for events such as parades, funerals, ball games, and schools;
- Assists other agencies and Departments as directed;
- Contacts other agencies for assistance as needed, generally under the direction of a supervisor;
- Testifies in judicial proceedings as necessary;
- Maintains overt integrity in all matters;
- Handles the delivery of city related paperwork and bank deposits;
- Attends training as required; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High School Diploma or GED;
- Three (3) years of sworn law enforcement experience or two (2) years of sworn law enforcement experience with an Associate's Degree or 60 semester hours from an accredited college or university with a minimum cumulative GPA of 2.5.
- Valid State of Georgia Driver's License;
- Georgia P.O.S.T. certification,

PREFERRED REQUIREMENTS TO PERFORM WORK:

- Five (5) years of experience in a related field;
- Georgia P.O.S.T. Field Training Certification
- Georgia P.O.S.T. Intermediate Certification
- Georgia P.O.S.T. Supervision Level I

Knowledge, Skills and Abilities:

- Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, City ordinances, and Department policies and procedures;
- Knowledge of traffic investigation techniques and procedures;
- Knowledge of the geography and streets of the City;
- Knowledge of the court system and judicial procedures related to canine operations.
- Knowledge of first-aid and CPR techniques;
- Knowledge of the court system and judicial procedures;
- Skilled in operating police vehicles, firearms, emergency equipment, and other standard and specialized law enforcement equipment;
- Skilled in observing and preserving evidence;
- Skilled in interrogation and interviewing techniques;
- Skilled in restraining persons without causing physical harm;
- Skilled in the use small office equipment, including copy machines or multi-line telephone systems;
- Skilled in using computers for data entry;
- Skilled in using computers for word processing and/or accounting purposes;
- Ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act;
- Ability to analyze situations and to adopt quick, effective, and reasonable courses of action based on surrounding hazards and circumstances;

- Ability to carry duty belt, other weapons, and evidence equipment and sometimes lifting and/or carrying of tires and debris, or of individuals in a rescue effort;
- Ability to maintain constructive and cooperative working relationships with others; and
- Ability to cooperate with fellow employees as a team member.
- Ability to display overt integrity.

PHYSICAL DEMANDS:

The work is typically performed from a patrol unit while on patrol with intermittent standing, walking, bending, crouching, or stooping. The employee must frequently lift light or heavy objects, use equipment requiring a high degree of dexterity, able to distinguish between shades of color, and use the physical force necessary to arrest and restrain persons.

WORK ENVIRONMENT:

The work is performed both in an office and outdoors at scenes of accidents and incidents. The employee may be exposed to noise, dust, dirt, machinery with moving parts, infectious diseases, life-threatening situations, and inclement weather. The work may require the use of protective equipment such as masks or gloves.

The City has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date



City of Statesboro, GA

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Detective

Department: Police
Pay Grade: 109
FLSA Status: Non-Exempt

JOB SUMMARY

The Detective is responsible for investigating reported and suspected criminal activity. In addition, this is a sworn position that may require the ability to perform basic patrol officer functions.

ESSENTIAL JOB FUNCTIONS:

- Investigates criminal activity, crime scenes and related law enforcement problems;
- Searches crime scenes by photographing and/or diagramming scenes and evidence, checking for latent fingerprints, and collecting any physical evidence present;
- Interviews and interrogates witnesses, victims, and suspects to gather information regarding incidents;
- Investigates assigned cases: gathers information, assists with the determination of the point at which cases are ready for prosecution, and appears in local, state and federal courts to provide testimony regarding cases investigated;
- Detains and arrests suspects, protects the rights of individuals in custody, obtains identification and prior arrest record information on suspects, records all confiscated property, and transports suspects to jail;
- Books and fingerprints suspects;
- Processes evidence for fingerprints and identification information;
- Determines whether probable cause exists to conduct searches, obtains search warrants, and conducts searches;
- Prepares a variety of records and reports, including supplemental investigation, background investigation, internal investigation, and statistical reports;

- Performs complex administrative duties;
- Maintains overt integrity at all times;
- Compiles and maintains case files;
- Provides case information to attorneys, other law enforcement officers, and outside agencies as requested;
- Maintains contacts with community members who may be able to provide information regarding criminal activities;
- Seeks and develops sources of information;
- Communicates with crime victims regarding their case status and activity;
- Conducts stakeouts, undercover operations, and raids as necessary;
- Patrols high-crime areas to detect and deter criminal activity;
- Investigates primarily felony crimes to include financial, juvenile, vice, homicide, drug, auto theft, property, robbery, assault, gang-related, and other crimes;
- Testifies in judicial proceedings;
- Monitors area pawn shops to locate and retrieve stolen property;
- Participates in Department training programs; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High School Diploma or GED;
- Three (3) years of sworn law enforcement experience or two (2) years of sworn law enforcement experience with an Associate's Degree or 60 semester hours from an accredited college or university with a minimum cumulative GPA of 2.5.
- Or equivalent training, education, and/or experience;
- Valid State of Georgia Driver's License; and
- Georgia POST certification required.

Knowledge, Skills and Abilities:

- Knowledge of federal and state laws, criminal and traffic laws, City ordinances, and Department policies and procedures;
- Knowledge of the geography and streets of the City;
- Knowledge of criminal investigation methods;
- Knowledge of the judicial process and court procedures;
- Skilled in crime scene processing methods used to collect and preserve evidence for court admissibility;
- Skilled in the use of photographic and surveillance equipment, audio-visual equipment, communications equipment, and various emergency equipment;
- Skilled in the use of firearms and self-defense techniques;
- Skilled in interview and interrogation techniques;
- Skilled in gathering, processing, recording, and filing evidence;
- Skilled in interpersonal relations;
- Skilled in the use small office equipment, including copy machines or multi-line telephone systems;
- Skilled in using computers for data entry;
- Skilled in using computers for word processing and/or accounting purposes;
- Ability to maintain a professional demeanor and an orientation towards customer service;
- Ability to organize, and communicate effectively;

- Ability to maintain constructive and cooperative working relationships with others; and
- Ability to cooperate with fellow employees as a team member;
- Ability to display overt integrity.

PHYSICAL DEMANDS:

The work is typically performed while sitting, standing, running, walking, bending, crouching, or stooping. The employee must lift light or heavy objects, climb ladders, use equipment requiring a high degree of dexterity, and be able to distinguish between shades of color, and use the physical force necessary to arrest and restrain persons.

WORK ENVIRONMENT:

The work is performed in both in an office and outdoors at crime and surveillance scenes. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, infectious diseases, irritating chemicals, life-threatening situations, and inclement weather. The work requires the use of protective clothing and devices.

The City has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date



City of Statesboro, GA

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Senior Detective

Department: Police
Pay Grade: 110
FLSA Status: Non-Exempt

JOB SUMMARY

The Senior Detective is responsible for investigating reported and suspected criminal activity. In addition, this is a sworn position that may require the ability to perform basic patrol officer functions.

ESSENTIAL JOB FUNCTIONS:

- Investigates criminal activity, crime scenes and related law enforcement problems;
- Searches crime scenes by photographing and/or diagramming scenes and evidence, checking for latent fingerprints, and collecting any physical evidence present;
- Interviews and interrogates witnesses, victims, and suspects to gather information regarding incidents;
- Investigates assigned cases: gathers information, assists with the determination of the point at which cases are ready for prosecution, and appears in local, state and federal courts to provide testimony regarding cases investigated;
- Detains and arrests suspects, protects the rights of individuals in custody, obtains identification and prior arrest record information on suspects, records all confiscated property, and transports suspects to jail;
- Books and fingerprints suspects;
- Processes evidence for fingerprints and identification information;
- Determines whether probable cause exists to conduct searches, obtains search warrants, and conducts searches;
- Prepares a variety of records and reports, including supplemental investigation, background investigation, internal investigation, and statistical reports;

- Complies and maintains case files;
- Performs complex administrative duties;
- Maintains overt integrity at all times;
- Provides case information to attorneys, other law enforcement officers, and outside agencies as requested;
- Maintains contacts with community members who may be able to provide information regarding criminal activities;
- Seeks and develops sources of information;
- Communicates with crime victims regarding their case status and activity;
- Conducts stakeouts, undercover operations, and raids as necessary;
- Patrols high-crime areas to detect and deter criminal activity;
- Investigates primarily felony crimes to include financial, juvenile, vice, homicide, drug, auto theft, property, robbery, assault, gang-related, and other crimes;
- Testifies in judicial proceedings;
- Monitors area pawn shops to locate and retrieve stolen property;
- Participates in Department training programs; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High School Diploma or GED;
- Two (2) years of experience as a Detective;
- Completion of 200 hours of specialized training from SPD Detective Career Development Courses
- Georgia POST certification required.

PREFERRED REQUIREMENTS TO PERFORM WORK:

- Georgia P.O.S.T. Intermediate Certification
- Georgia P.O.S.T. Advanced Certification
- Georgia P.O.S.T. Supervision Level I
- Georgia P.O.S.T. Field Training Certification

Knowledge, Skills and Abilities:

- Knowledge of federal and state laws, criminal and traffic laws, City ordinances, and Department policies and procedures;
- Knowledge of the geography and streets of the City;
- Knowledge of criminal investigation methods;
- Knowledge of the judicial process and court procedures;
- Skilled in crime scene processing methods used to collect and preserve evidence for court admissibility;
- Skilled in the use of photographic and surveillance equipment, audio-visual equipment, communications equipment, and various emergency equipment;
- Skilled in the use of firearms and self-defense techniques;
- Skilled in interview and interrogation techniques;
- Skilled in gathering, processing, recording, and filing evidence;
- Skilled in interpersonal relations;

- Skilled in the use small office equipment, including copy machines or multi-line telephone systems;
- Skilled in using computers for data entry;
- Skilled in using computers for word processing and/or accounting purposes;
- Ability to maintain a professional demeanor and an orientation towards customer service;
- Ability to organize, and communicate effectively;
- Ability to maintain constructive and cooperative working relationships with others; and
- Ability to cooperate with fellow employees as a team member;
- Ability to display overt integrity.

PHYSICAL DEMANDS:

The work is typically performed while sitting, standing, running, walking, bending, crouching, or stooping. The employee must lift light or heavy objects, climb ladders, use equipment requiring a high degree of dexterity, and be able to distinguish between shades of color, and use the physical force necessary to arrest and restrain persons.

WORK ENVIRONMENT:

The work is performed in both in an office and outdoors at crime and surveillance scenes. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, infectious diseases, irritating chemicals, life-threatening situations, and inclement weather. The work requires the use of protective clothing and devices.

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Employee Signature

Date

Supervisor (or HR) Signature

Date



City of Statesboro, GA

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Sergeant

Department: Police
Pay Grade: 112
FLSA Status: Non-Exempt

JOB SUMMARY

The position of Sergeant is responsible for supervising and assisting patrol officers in the Patrol Bureau, or supervising detectives in the Operations Bureau, or other assignments such as the Office of Professional Standards, Departmental Training Officer, or other specialized assignments. In addition, this is a sworn position that requires the ability to perform basic patrol officer functions.

ESSENTIAL JOB FUNCTIONS:

- Supervises personnel on assigned shift to assure adherence to Department rules, regulations, policies, and procedures;
- Monitors performance of personnel;
- Patrols assigned zones to deter and detect criminal activity;
- Arrests violators as necessary;
- Assigns duties;
- Performs regular inspections including: full vehicle inspections specifically ensuring all equipment is in working order, cleaning, and properly securing all equipment is accounted for and in its proper place;
- Communicates information from senior officers;
- Performs weapons, equipment, uniform, personal appearance, and vehicle inspections;
- Responds to calls for assistance from officers in the field;
- Observes all zones and assists other units;
- Enforces laws;
- Issues traffic citations;

- Investigates crimes and accidents;
- Performs administrative functions to include background investigations, internal investigations, rosters, and evaluations.
- Maintains overt integrity in all matters.
- Responds to all major calls to assist and advise;
- Maintains surveillance of suspicious persons;
- Interviews suspects, complainants, and witnesses;
- Supervises preservation and transportation of evidence, investigation of clues, and arrest of any suspects;
- Apprehends and arrests suspects;
- Assists subordinate personnel with difficult or complex situations;
- Checks and approves reports;
- Reviews all reports and case files submitted during shift for accuracy, completeness, and conformity with Department requirements;
- Completes incident and accident reports;
- Evaluates the work of subordinate personnel;
- Assists with the training of new personnel and identifies training needs of subordinate personnel;
- Testifies in judicial proceedings as necessary;
- Attends training and supervisory meetings as required;
- Assists other agencies and departments with service of arrest warrants, court papers, and subpoenas;
- Oversees maintenance for assigned vehicles and equipment;
- Delivers (if required) city related paperwork and bank deposits;
- Disciplines subordinate personnel;
- Responds to and investigates citizen complaints;
- Properly documents and drops cash bonds;
- Responds to natural disasters, civil unrest or situations or events where public safety is in question; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High School Diploma or GED;
- Five (5) years of sworn law enforcement experience or four (4) years of sworn law enforcement experience with an Associate's Degree or 60 semester hours from an accredited college or university with a minimum cumulative GPA of 2.5.
- Valid State of Georgia Driver's License;
- Georgia P.O.S.T. certification,

PREFERRED REQUIREMENTS TO PERFORM WORK:

- Seven (7) years of experience in a related field;
- Georgia P.O.S.T. Intermediate Certification
- Georgia P.O.S.T. Advanced Certification
- Georgia P.O.S.T. Field Training Certification
- Georgia P.O.S.T. Supervision Certification

Knowledge, Skills and Abilities:

- Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, City ordinances, and Department policies and procedures;
- Knowledge of principles and modern methods of law enforcement administration including organization, fiscal management, budgetary preparation and controls, program planning, implementation and administration;
- Knowledge of principles of employee supervision and personnel management including training, developing, mentoring, and disciplining of personnel;
- Knowledge of modern criminal justice-related information systems;
- Knowledge of personnel management practices;
- Knowledge of traffic investigation techniques and procedures;
- Knowledge of the geography and streets of the City;
- Knowledge of the court system and judicial procedures related to canine operations.
- Knowledge of first-aid and CPR techniques;
- Knowledge of the court system and judicial procedures;
- Skilled in operating standard and specialized equipment, including firearms (lethal and non-lethal), communications equipment, digital cameras and video cameras, recorders, in oximeters, radar, and processing kits;
- Skilled in operating police vehicles, firearms, emergency equipment, and other standard and specialized law enforcement equipment;
- Skilled in interrogation and interviewing techniques;
- Skilled in restraining persons without causing physical harm;
- Skilled in using computers for data entry;
- Skilled in using highly technical computer applications, such as GIS or CAD;
- Skilled in using computers for word processing and/or accounting purposes;
- Ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act;
- Ability to analyze situations and to adopt quick, effective, and reasonable courses of action based on surrounding hazards and circumstances;
- Ability to create plans for and guide implementation of new technology systems;
- Ability to meet current requirements set for the by the National Fire Protection Association and the Georgia Firefighter Standards and Training Act;
- Ability to establish policies for using, acquiring, and/or maintaining technology systems;
- Ability to handle sensitive public contacts, and the ability to deal with the public tactfully and courteously, but firmly when necessary;
- Ability to analyze situations and to adopt quick, effective, and reasonable courses of action based on surrounding hazards and circumstances;
- Ability to carry duty belt, other weapons, and evidence equipment and sometimes lifting and/or carrying of tires and debris, or of individuals in a rescue effort;
- Ability to create plans for and guide implementation of new technology systems;
- Ability to maintain constructive and cooperative working relationships with others; and
- Ability to cooperate with fellow employees as a team member.
- Ability to display overt integrity.

PHYSICAL DEMANDS:

The work is typically performed while sitting, standing, walking, running, bending, crouching, or stooping. The employee must occasionally lift light or heavy objects, climb ladders, use equipment requiring a high degree of dexterity, the ability to distinguish between shades of color, and use the physical force necessary to arrest and restrain persons.

WORK ENVIRONMENT:

The work is performed indoors in an office, in a vehicle, or outside. The employee is exposed to noise, dust, dirt, machinery with moving parts, infectious or contagious diseases, life-threatening situations, and inclement weather. The work requires the use of protective devices.

The City has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date



City of Statesboro, GA

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Lieutenant-PD

Department: Police
Pay Grade: 115
FLSA Status: Non-Exempt

JOB SUMMARY

Under administrative direction, plans, directs, manages, supervises, and coordinates the activities and operations of an assigned service area within the Police Department; coordinates assigned activities with other watches, bureaus, departments, and outside agencies; and provides highly responsible and complex administrative support to higher ranks as assigned.

ESSENTIAL JOB FUNCTIONS:

- Plans and directs operations, assigns duties and special details, reviews work in progress, and supervises personnel assigned to their service area;
- Coordinates activities with other supervisors and managers;
- Briefs personnel in their assigned service area on special assignments and answers questions regarding regular operations;
- Inspects personnel before each shift for personal appearance and equipment readiness;
- Monitors activity of those assigned to their service area;
- Conducts and directs patrols of the City;
- Responds to major, routine, and emergency calls for service, including traffic accidents, domestic disputes, criminal activity, stranded motorists, and others;
- Provides field assistance to officers, and makes decision to call specialized personnel to major crime scenes as necessary;
- Coordinates activities of those in their service area with other bureaus, departments and law enforcement agencies;

- Reviews reports from officers for accuracy and thoroughness and compiles information for administrative reports from activity reports;
- Prepares case reports describing actions taken and results obtained;
- Prepares activity reports;
- Trains subordinate personnel in acceptable patrol practices, methods, techniques and procedures;
- Advises subordinate personnel on unusual, complex, or difficult situations;
- Counsels and conducts performance evaluations for subordinate personnel;
- Plans and develops rosters for assigned activities;
- Schedules and approves holiday, days off, and vacation leave;
- Plans, directs and approves special events as assigned;
- Provides information regarding Department activities to local community groups and the general public;
- Responds to citizen complaints;
- Writes reports;
- Oversees routine and special maintenance requests for bureau vehicles and equipment;
- Testifies in judicial proceedings;
- Attends Department meetings, seminars, and training sessions;
- Determines and takes appropriate disciplinary action for violations of policies and procedures;
- Counsels subordinate officers as necessary;
- Responds to natural disasters, civil unrest or situations or events where public safety is in question;
- Maintains overt integrity in all matters;
- Performs complex administrative work; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High School Diploma or GED;
- Seven (7) years of sworn law enforcement experience or six (6) years of sworn law enforcement experience with an Associate's Degree or 60 semester hours from an accredited college or university with a minimum cumulative GPA of 2.5.
- Or equivalent training, education, and/or experience; and
- Valid State of Georgia Driver's License;
- Georgia P.O.S.T. certification

PREFERRED REQUIREMENTS TO PERFORM WORK:

- Ten (10) years of experience in a related field;
- Georgia P.O.S.T. Supervisory Certification,
- Georgia P.O.S.T. Management Certification,
- Georgia Command College Professional Management Program or;
- Other Law Enforcement Supervision and/or Management training courses

Knowledge, Skills and Abilities:

- Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, City ordinances, and Department policies and procedures;

- Knowledge of principles and modern methods of law enforcement administration including organization, fiscal management, budgetary preparation and controls, program planning, implementation and administration;
- Knowledge of principles of employee supervision and personnel management including training, developing, mentoring, and disciplining of personnel;
- Knowledge of modern criminal justice-related information systems;
- Knowledge of personnel management practices;
- Knowledge of traffic investigation techniques and procedures;
- Knowledge of the geography and streets of the City;
- Knowledge of the court system and judicial procedures related to canine operations.
- Knowledge of first-aid and CPR techniques;
- Knowledge of the court system and judicial procedures;
- Skilled in operating standard and specialized equipment, including firearms (lethal and non-lethal), communications equipment, digital cameras and video cameras, recorders, in oximeters, radar, and processing kits;
- Skilled in operating police vehicles, firearms, emergency equipment, and other standard and specialized law enforcement equipment;
- Skilled in interrogation and interviewing techniques;
- Skilled in restraining persons without causing physical harm;
- Skilled in using computers for data entry;
- Skilled in using highly technical computer applications, such as GIS or CAD;
- Skilled in using computers for word processing and/or accounting purposes;
- Ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act;
- Ability to analyze situations and to adopt quick, effective, and reasonable courses of action based on surrounding hazards and circumstances;
- Ability to create plans for and guide implementation of new technology systems;
- Ability to establish policies for using, acquiring, and/or maintaining technology systems;
- Ability to handle sensitive public contacts, and the ability to deal with the public tactfully and courteously, but firmly when necessary;
- Ability to analyze situations and to adopt quick, effective, and reasonable courses of action based on surrounding hazards and circumstances;
- Ability to carry duty belt, other weapons, and evidence equipment and sometimes lifting and/or carrying of tires and debris, or of individuals in a rescue effort;
- Ability to create plans for and guide implementation of new technology systems;
- Ability to maintain constructive and cooperative working relationships with others; and
- Ability to cooperate with fellow employees as a team member.
- Ability to perform complex administrative duties.
- Ability to display overt integrity.

PHYSICAL DEMANDS:

The work is typically performed while sitting, standing, walking, running, bending, crouching, or stooping. The employee must occasionally lift light or heavy objects, climb ladders, use equipment requiring a high degree of dexterity, the ability to distinguish between shades of color, and use the physical force necessary to arrest and restrain persons.

WORK ENVIRONMENT:

The work is performed indoors, in a vehicle, and outdoors. The employee may be exposed to noise, infectious diseases, life-threatening situations, and inclement weather. The work requires the use of protective clothing and devices.

The City has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date



City of Statesboro, GA

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Captain-PD

Department: Police

Pay Grade: 119

FLSA Status: Exempt

JOB SUMMARY

The position of Captain is responsible for managing the day-to-day operations of the Patrol Bureau or the Operations Bureau to ensure compliance with Department policies and procedures. The incumbent monitors activities of bureau personnel. Additionally this is a sworn position that may require the ability to perform basic patrol officer functions.

ESSENTIAL JOB FUNCTIONS:

- Directs both the operations and administration of their assigned Bureau in order to ensure operations are meeting the goals and visions set forth by the Chief of Police;
- Directs the day-to-day operations of the assigned Bureau to ensure compliance with Department policies and procedures; monitors activities of bureau personnel.
- Directs the implementation of plans, policies, and activities;
- Schedules personnel to ensure bureau is adequately staffed; approves overtime as necessary;
- Directs and assists in selecting, supervising, training, counseling, evaluating, promoting, and disciplining patrol bureau personnel;
- Delegates duties to administrative personnel;
- Establishes controls to ensure that both Departments activities are implemented according to plans and operating procedures;
- Makes recommendations that impact the budget;
- Manages the budget of their assigned Bureau;
- Exercises a purchasing authority as per City Policy;

- Consults with city government officials to determine and plan both Department services;
- Assists with the development and implementation both Department policies and standards of operations, programs, procedures, and regulations;
- Develops and implements short and long-range goals for assigned Bureau;
- Performs complex administrative duties;
- Maintains overt integrity at all times;
- Establishes priorities for the improvement of law enforcement services;
- Develops and submits an annual budget proposal for their perspective Bureau based on an analysis of projected needs and resources;
- Monitors expenditures for Bureaus approved budget;
- Makes periodic public addresses to explain Department operations, policies, and objectives for Police services;
- Serves as communications liaison with other administrative personnel within the city government;
- Attends City Council and other meetings as necessary;
- Maintains relationships with professional associations and other agencies, boards, commissions, committees and organizations to further the law enforcement and fire function;
- Responds to public complaints, questions, and problems in accordance with Department guidelines and procedures.
- Participates in professional development activities and assures that other Department personnel do likewise;
- Coordinates with other Departments on use of personnel and allocation of resources for special operations and events;
- Supervises trains, directs, counsels, evaluates, and disciplines subordinates;
- Oversees the maintenance of bureau vehicles, weapons, and equipment;
- Responds to emergency calls; assigns duties and directs activities at emergency scenes;
- Reviews case files and reports for accuracy and completeness.
- Reviews crime reports to determine trends in criminal activity.
- Responds to complaints of employee misconduct.
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Eight (8) years of sworn law enforcement experience.
- Or equivalent training, education, and/or experience; and
- Valid State of Georgia Driver's License or the ability to obtain one within 60 days;
- Georgia P.O.S.T. certification or ability to obtain Georgia P.O.S.T. certification within 1 year.

PREFERRED REQUIREMENTS TO PERFORM WORK:

- Associate's Degree or 60 semester hours from an accredited college or university with a minimum cumulative GPA of 2.5.;
- Nine (9) years of experience in a related field;
- Georgia Command College Professional Management Program or;
- IACP Leadership in Police Organizations
- Georgia P.O.S.T. Supervisory Certificate
- Georgia P.O.S.T. Management Certificate

Knowledge, Skills and Abilities:

- Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, City ordinances, and Department policies and procedures;
- Knowledge of principles and modern methods of law enforcement administration including organization, fiscal management, budgetary preparation and controls, program planning, implementation and administration;
- Knowledge of principles of employee supervision and personnel management including training, developing, mentoring, and disciplining of personnel;
- Knowledge of modern criminal justice-related information systems;
- Knowledge of personnel management practices;
- Knowledge of traffic investigation techniques and procedures;
- Knowledge of the geography and streets of the City;
- Knowledge of first-aid and CPR techniques;
- Knowledge of the court system and judicial procedures;
- Skilled in operating police vehicles, firearms, emergency equipment, and other standard and specialized law enforcement equipment;
- Skilled in interrogation and interviewing techniques;
- Skilled in restraining persons without causing physical harm;
- Skilled in using highly technical computer applications, such as RMS or CAD;
- Skilled in the use small office equipment, including copy machines or multi-line telephone systems;
- Skilled in using computers for data entry, word processing and/or accounting purposes;
- Ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act;
- Ability to analyze situations and to adopt quick, effective, and reasonable courses of action based on surrounding hazards and circumstances;
- Ability to create plans for and guide implementation of new technology systems;
- Ability to establish policies for using, acquiring, and/or maintaining technology systems;
- Ability to handle sensitive public contacts, and the ability to deal with the public tactfully and courteously, but firmly when necessary;
- Ability to analyze situations and to adopt quick, effective, and reasonable courses of action based on surrounding hazards and circumstances;
- Ability to carry duty belt, other weapons, and evidence equipment and sometimes lifting and/or carrying of tires and debris, or of individuals in a rescue effort;
- Ability to maintain constructive and cooperative working relationships with others; and
- Ability to cooperate with fellow employees as a team member.
- Ability to display overt integrity.

PHYSICAL DEMANDS:

The work is typically performed while sitting, standing, walking, running, bending, crouching, or stooping. The employee must occasionally lift light or heavy objects, climb ladders, use equipment requiring a high degree of dexterity, the ability to distinguish between shades of color, and use the physical force necessary to arrest and restrain persons.

WORK ENVIRONMENT:

The work is performed indoors, in a vehicle, and outdoors. The employee may be exposed to noise, infectious diseases, life-threatening situations, and inclement weather. The work requires the use of protective clothing and devices.

The City has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date



City of Statesboro, GA

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Deputy Police Chief

Department: Police
Pay Grade: 122
FLSA Status: Exempt

JOB SUMMARY

The Deputy Police Chief is responsible for overseeing the daily operations of the Department. Additionally this is a sworn position that may require the ability to perform basic patrol officer functions.

ESSENTIAL JOB FUNCTIONS:

- Assists the Chief of Police with developing and managing the annual Department budgets and monitors expenditures under the current budget;
- Oversees special projects and project implementation assigned by the Chief of Police.
- Reviews requisitions and payroll before being sent to the Finance Department;
- Assists personnel with handling complex or unusual situations and personnel matters;
- Assists in conducting internal investigations regarding complaints of improper conduct or activities;
- Responds to citizen complaints;
- Recommends corrective action;
- Directs and assists in supervising, training, counseling, evaluating, promoting, and disciplining Department personnel;
- Reviews and analyzes bureau operations for efficiency and effectiveness;
- Adjusts departmental personnel assignments as necessary;
- Disseminates work assignments and procedural changes to Commanders of the Patrol, Investigations, Support Services Bureaus;
- Reviews and authorizes press releases;
- Testifies in court as needed;

- Oversees maintenance of Department files and records;
- Performs complex administrative duties;
- Maintains overt integrity at all times;
- Makes speeches explaining Department operations, activities, and objectives as necessary;
- Writes reports;
- Serves as liaison between the Department and other City Departments as well as other Public Safety agencies;
- Maintains relationships with professional associations and other agencies, boards, commissions, committees and organizations to further the law enforcement function;
- Assists other law enforcement officers and agencies as needed;
- Informs personnel of changes in Department operations, policies, and procedures;
- Participates in professional development activities and assures that other Department personnel do likewise;
- Performs the duties of Police Chief in his/her absence; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Ten (10) years of sworn law enforcement experience;
- Associate's Degree in criminal justice or a closely related field;
- Or equivalent training, education, and/or experience; and
- Valid State of Georgia Driver's License or the ability to obtain one within 60 days;
- Georgia P.O.S.T. certification or ability to obtain Georgia P.O.S.T. certification within 1 year.

PREFERRED REQUIREMENTS TO PERFORM WORK:

- Twelve (12) years of experience in a related field;
- Bachelor's Degree in criminal justice or a closely related field
- Graduate of the FBI National Academy or;
- Georgia Command College Professional Management Program or;
- IACP Leadership in Police Organizations.
- Georgia P.O.S.T. Supervisory Certificate;
- Georgia P.O.S.T. Management Certificate

Knowledge, Skills and Abilities:

- Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, City ordinances, and Department policies and procedures;
- Knowledge of principles and modern methods of law enforcement administration including organization, fiscal management, budgetary preparation and controls, program planning, implementation and administration;
- Knowledge of principles of employee supervision and personnel management including training, developing, mentoring, and disciplining of personnel;
- Knowledge of modern criminal justice-related information systems;
- Knowledge of personnel management practices;
- Knowledge of traffic investigation techniques and procedures;
- Knowledge of the geography and streets of the City;
- Knowledge of the court system and judicial procedures.

- Knowledge of first-aid and CPR techniques;
- Skilled in using highly technical computer applications, such as RMS or CAD;
- Skilled in operating police vehicles, firearms, emergency equipment, and other standard and specialized law enforcement equipment;
- Skilled in interrogation and interviewing techniques;
- Skilled in restraining persons without causing physical harm;
- Skilled in using computers for data entry; word processing and/or accounting purposes;
- Ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act;
- Ability to analyze situations and to adopt quick, effective, and reasonable courses of action based on surrounding hazards and circumstances;
- Ability to create plans for and guide implementation of new technology systems;
- Ability to establish policies for using, acquiring, and/or maintaining technology systems;
- Ability to handle sensitive public contacts, and the ability to deal with the public tactfully and courteously, but firmly when necessary;
- Ability to analyze situations and to adopt quick, effective, and reasonable courses of action based on surrounding hazards and circumstances;
- Ability to carry duty belt, other weapons, and evidence equipment and sometimes lifting and/or carrying of tires and debris, or of individuals in a rescue effort;
- Ability to establish policies for using, acquiring, and/or maintaining technology systems;
- Ability to create and guide implementation of capital improvement plans or programs;
- Ability to create plans for and guide implementation of new technology systems;
- Ability to maintain constructive and cooperative working relationships with others; and
- Ability to cooperate with fellow employees as a team member.
- Ability to display overt integrity.

PHYSICAL DEMANDS:

The work is typically performed while sitting, standing, walking, running, bending, crouching, or stooping. The employee must occasionally lift light or heavy objects, climb ladders, use equipment requiring a high degree of dexterity, the ability to distinguish between shades of color, and use the physical force necessary to arrest and restrain persons.

WORK ENVIRONMENT:

The work is typically performed in an office, in a vehicle, or outside. The employee is exposed to dust, dirt, machinery with moving parts, contagious or infectious diseases, and inclement weather. The work may require the use of protective devices.

The City has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date



City of Statesboro, GA

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Police Chief

Department: Police
Pay Grade: 126
FLSA Status: Exempt

JOB SUMMARY

The Police Chief is responsible for performing leadership, administrative, managerial and technical functions associated with directing the overall operations of the Police Department and enforcing all applicable ordinances, laws and regulations. In addition, this is a sworn position that may require the ability to perform basic patrol officer functions.

ESSENTIAL JOB FUNCTIONS:

- Directs operations and administration of the Police Department to ensure protection of life and property.
- Directs the implementation of plans, policies, and activities;
- Directs the work of the Deputy Chief of Police, Office of Professional Standards Sergeant and other personnel assign to the Office of the Chief of Police.
- Delegates duties to administrative personnel;
- Establishes controls to ensure that the Departments' activities are implemented according to plans and operating procedures;
- Develops and implements overall department policies and standards of operations, programs, procedures, and regulations.
- Consults with city government officials to determine and plan Department services;
- Develops and implements short and long-range goals for the Department;
- Establishes priorities for the improvement of law enforcement operations;
- Develops and manages the annual budget for the Department based on an analysis of projected needs and resources;
- Directs the Deputy Chief of Police regarding the maintenance and security of all records

- and materials associated with Department activities;
- Makes periodic public addresses to explain Department operations, policies, and objectives for Police services;
- Serves as communications liaison with other administrative personnel within the city government;
- Directs the management of grant funds;
- Exercises a purchasing authority as set forth in City Policy;
- Attends City Council and other meetings as necessary;
- Maintains relationships with professional associations and other agencies, boards, commissions, committees and organizations to further the law enforcement function;
- Participates in professional development activities and assures that other Department personnel do likewise;
- Supervises trains, directs, counsels, evaluates, and disciplines subordinates; while providing consultation, direction, and administrative advice.
- Maintains overt integrity in all matters.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Ten (10) years of experience in a related field;
- Bachelor's Degree in criminal justice or a closely related field;
- Or equivalent training, education, and/or experience; and
- Valid State of Georgia Driver's License;
- Georgia P.O.S.T. certification or ability to obtain Georgia P.O.S.T. certification within 1 year.
- Ability to complete Georgia Chief Executive Training Class.

PREFERRED REQUIREMENTS TO PERFORM WORK:

- Fifteen (15) years of experience in a related field;
- Master's Degree in criminal justice or a closely related field;
- Graduate of Georgia Command College or;
- Graduate of the FBI National Academy or;
- Graduate of an Executive Leadership / Senior Management Institute;
- Georgia P.O.S.T. Supervisory Certificate;
- Georgia P.O.S.T. Management Certificate
- Graduate of Chief Executive Training Class

Knowledge, Skills and Abilities:

- Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, City ordinances, and Department policies and procedures;
- Knowledge of principles and modern methods of law enforcement administration including organization, fiscal management, budgetary preparation and controls, program planning, implementation and administration;
- Knowledge of principles of employee supervision and personnel management including training, developing, mentoring, and disciplining of personnel;
- Knowledge of modern criminal justice-related information systems;
- Knowledge of personnel management practices;
- Knowledge of traffic investigation techniques and procedures;
- Knowledge of the geography and streets of the City;

- Knowledge of the court system and judicial procedures.
- Knowledge of first-aid and CPR techniques;
- Skilled in using highly technical computer applications, such as RMS or CAD;
- Skilled in operating police vehicles, firearms, emergency equipment, and other standard and specialized law enforcement equipment;
- Skilled in interrogation and interviewing techniques;
- Skilled in restraining persons without causing physical harm;
- Skilled in using computers for data entry; word processing and/or accounting purposes;
- Ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act;
- Ability to analyze situations and to adopt quick, effective, and reasonable courses of action based on surrounding hazards and circumstances;
- Ability to create plans for and guide implementation of new technology systems;
- Ability to establish policies for using, acquiring, and/or maintaining technology systems;
- Ability to handle sensitive public contacts, and the ability to deal with the public tactfully and courteously, but firmly when necessary;
- Ability to analyze situations and to adopt quick, effective, and reasonable courses of action based on surrounding hazards and circumstances;
- Ability to carry duty belt, other weapons, and evidence equipment and sometimes lifting and/or carrying of tires and debris, or of individuals in a rescue effort;
- Ability to establish policies for using, acquiring, and/or maintaining technology systems;
- Ability to create and guide implementation of capital improvement plans or programs;
- Ability to create plans for and guide implementation of new technology systems;
- Ability to maintain constructive and cooperative working relationships with others; and
- Ability to cooperate with fellow employees as a team member.
- Ability to display overt integrity.

PHYSICAL DEMANDS:

The work is typically performed while sitting, standing, walking, running, bending, crouching, or stooping. The employee must occasionally lift light or heavy objects, climb ladders, use equipment requiring a high degree of dexterity, the ability to distinguish between shades of color, and use the physical force necessary to arrest and restrain persons.

WORK ENVIRONMENT:

The work is typically performed in an office in a vehicle, or outside. The employee may be exposed to machinery with moving parts, contagious or infectious diseases, and inclement weather. The work requires the use of protective devices.

The City has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

PAY GRADE ASSIGNMENTS 40 HOUR
WORK WEEK CLASSIFICATIONS

Class Title	Grade
Groundskeeper Maintenance Worker Refuse Collector Water & Sewer Laborer	102
Custodian Equipment Operator Parts Clerk Scale Clerk	103
Administrative Clerk Collection Equipment Operator Community Information Specialist Customer Service Representative Equipment Operator, Senior Streets Maintenance Crew Leader	104
Accounting Technician Camera Operator Communications Officer Customer Service Representative, Senior Deputy Clerk Mechanic Meter Reader Water & Sewer Crew Leader	105
Administrative Assistant Communications Officer, Senior Instrument Technician Maintenance Technician Meter System Technician Natural Gas Service Technician Utility Service Technician Water & Sewer System Operator WWTP Operator	106

PAY GRADE ASSIGNMENTS
40 HOUR WORK WEEK CLASSIFICATIONS

Class Title	Grade
Accounting & Payroll Technician Accounts Payable Technician Equipment Crew Leader Keep-Bulloch Beautiful Coordinator Landfill Crew Leader Sanitation Collection Crew Leader Stormwater Crew Leader Traffic Operations Crew Leader	107
Camera Crew Foreman Instrumentation Crew Leader Maintenance Crew Leader Mechanic, Senior Municipal Clerk of Court Records Clerk Tax & License Clerk Water & Sewer Crew Foreman	108
City Clerk, Assistant Code Compliance Officer Laboratory Technician Natural Gas Crew Leader Planning & Development Specialist Utility Billing Clerk Utility Locater/Customer Service Technician	109
Code Compliance Officer, Senior Communications Supervisor Executive Assistant Fire Inspector IT Support Specialist Mechanic, Lead Parks Supervisor Stormwater Supervisor Streets Supervisor Water & Sewer Supervisor	110
Accountant Building Inspector HR Coordinator City Planner	111
Laboratory Supervisor Maintenance Supervisor Natural Gas Supervisor Sanitation Superintendent, Assistant SCADA Administrator Stormwater Technician Street and Parks Superintendent, Assistant Water & Sewer Superintendent, Assistant	112

PAY GRADE ASSIGNMENTS
40 HOUR WORK WEEK CLASSIFICATIONS

Class Title	Grade
Accountant, Senior HR Coordinator, Senior Sergeant, Office of Professional Standards	113
Network Administrator	114
Building Official Civil Engineer Fleet Superintendent GIS Administrator Landfill Superintendent Sanitation Superintendent Training Captain-FD	115
Director of Finance, Assistant Director of Natural Gas, Assistant Streets and Parks Superintendent Wastewater Superintendent Water & Sewer Superintendent	116
Battalion Chief City Engineer, Assistant	118
Fire Prevention Officer Fire Training Chief Stormwater Manager	119
Water & Wastewater Director, Assistant	120
Deputy Fire Chief	121
City Clerk City Engineer Director of Central Services Director of Human Resources Director of Information Technology Director of Planning & Development	123
Director of Finance	124
Fire Chief	125
Director of Public Works & Engineering Director of Public Utilities	126
Deputy City Manager	128

PAY GRADE ASSIGNMENTS 56 HOUR
WORK WEEK CLASSIFICATIONS

Class Title	Grade
Firefighter	101
Fire Engineer	102
Lieutenant-FD	105
Captain-FD	108

CITY OF STATESBORO



COUNCIL

Phil Boyum, District 1
Sam Jones, District 2
Jeff Yawn, District 3
John Riggs, District 4
Travis L. Chance, District 5

Jan J. Moore, Mayor
Randy Wetmore, City Manager
Robert Cheshire, Deputy City Manager
Sue Starling, City Clerk
I. Cain Smith, City Attorney

50 EAST MAIN STREET • P.O. BOX 348
STATESBORO, GEORGIA 30459-0348

To: Randy Wetmore, City Manager
Sue Starling, City Clerk
From: Robert Cheshire, Deputy City Manager
Date: October 30, 2017
RE: Council's Consideration of Restructuring the Natural Gas &
Water/ Wastewater Departments

Policy Issue: Amendment to City's Classification and Compensation Plan

Recommendation: To approve the following:

- Merge the Natural Gas Department with the Water/Wastewater Department and name the new single Department, Public Utilities Department,
- Dissolve the Position of Director of Water/Wastewater,
- Re-Title the Position of Director of Natural Gas as Director of Public Utilities (Grade 126),
- Re-Classify the Position of Assistant Director of Water/Wastewater to Compliance Project Manager (Grade TBD),
- Re-Title the Position of Assistant Director of Natural Gas as Natural Gas Supt. (Grade to remain 116)
- Within the Wastewater Division, Create the New Position of Operations Supervisor (Grade TBD).

Background: The creation of the Public Utilities Department through the merger of the Natural Gas and Water/ Wastewater Departments should lead to an overall more efficient operation. The planned restructuring and reorganization should provide us with the opportunity to better utilize our resources and to enhance the communication between all of the personnel and all of the Divisions. In addition, it will provide some long time personnel the opportunity to advance in grade.

Budget Impact: With the dissolution of one Senior Administrator position, the creation of one Supervisor position, and the re-classification of other positions (salaries still to be determined), the "net" number of positions will be zero (0). I anticipate the overall impact to the personnel budget to be zero (0) or possibly even result in some savings.

Council Person and District: All

Attachments: (Resolution, 2 Organization Charts)

**RESOLUTION 2017-39: A RESOLUTION AMENDING THE JOB POSITION
CLASSIFICATION AND COMPENSATION PLAN**

THAT WHEREAS, it is essential to have qualified municipal employees in order to provide reliable services to the citizens of Statesboro; and

WHEREAS, in order to accomplish this the Mayor and City Council previously have adopted a new Job Position Classification and Compensation Plan on April 25, 2017; and

WHEREAS, the City Manager and Deputy City Manager have made a recommendation to merge and re-structure the Natural Gas and Water/Wastewater Departments.

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Statesboro, Georgia in regular session assembled this 7th day of November, 2017 as follows:

Section 1. That the Job Position Classification and Compensation Plan, which includes a list of job titles and pay grades; a grade and step pay matrix; and written job descriptions for each position within City government, previously adopted on April 5, 2017, and as subsequently amended, is hereby further amended as follows:

- Merge the Natural Gas Department with the Water/Wastewater Department and name the new single Department, Public Utilities Department,
- Dissolve the Position of Director of Water/Wastewater,
- Re-Title the Position of Director of Natural Gas as Director of Public Utilities (Grade 126),
- Re-Classify the Position of Assistant Director of Water/Wastewater to Compliance Project Manager (Grade TBD),
- Re-Title the Position of Assistant Director of Natural Gas as Natural Gas Superintendent (Grade to remain 116),
- Within the Wastewater Division, Create the New Position of Operations Supervisor (Grade TBD).

Section 2. That this Resolution shall be and remain in full force and effect from and after its date of adoption.

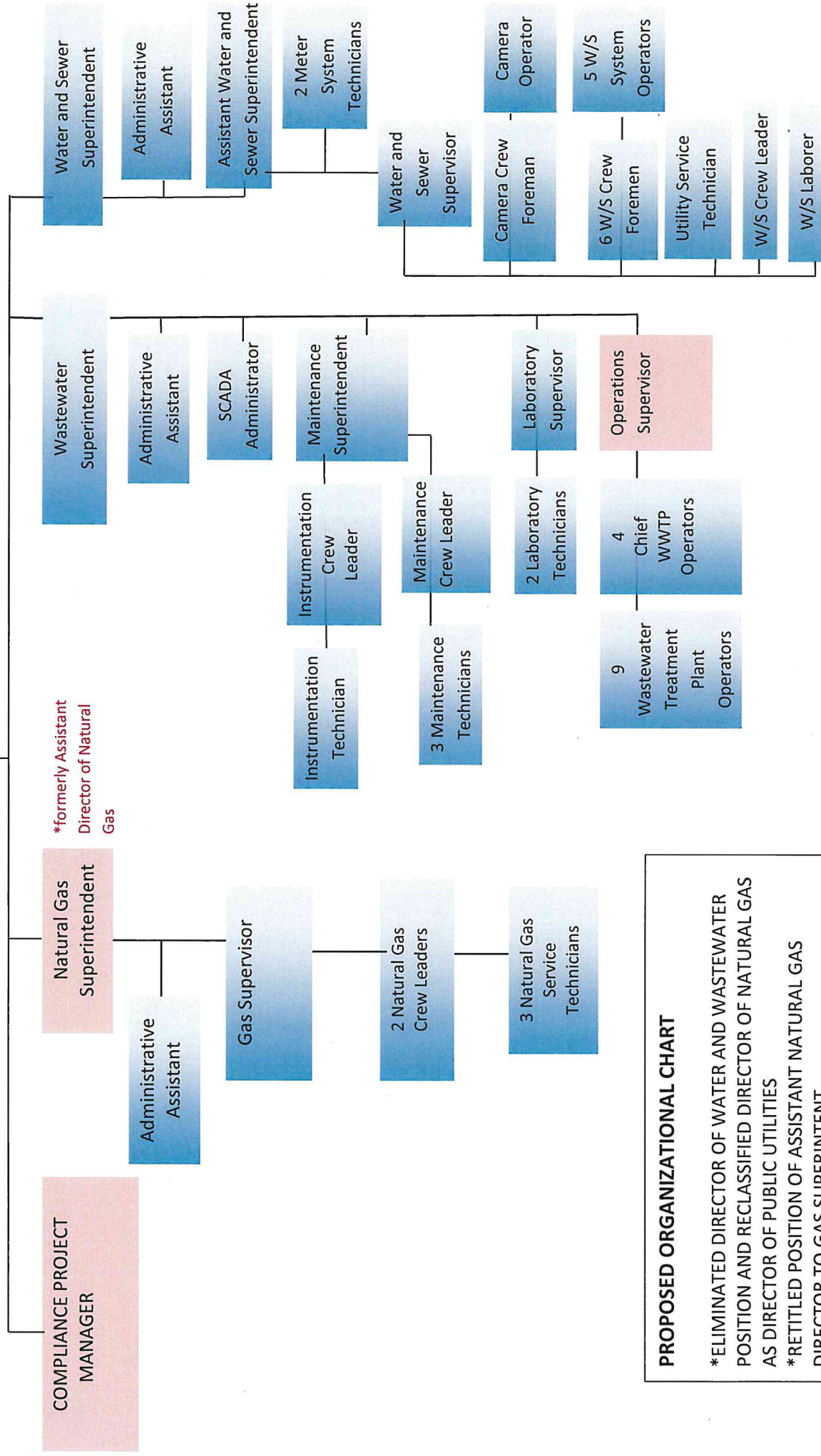
Passed and adopted this 7th day of November 2017.

CITY OF STATESBORO, GEORGIA

By: _____
Jan J. Moore, Mayor

Attest: _____
Sue Starling, City Clerk

DIRECTOR OF PUBLIC UTILITIES



PROPOSED ORGANIZATIONAL CHART

- *ELIMINATED DIRECTOR OF WATER AND WASTEWATER POSITION AND RECLASSIFIED DIRECTOR OF NATURAL GAS AS DIRECTOR OF PUBLIC UTILITIES
- * RETITLED POSITION OF ASSISTANT NATURAL GAS DIRECTOR TO GAS SUPERINTENDENT
- * RECLASSIFIED ASSISTANT DIRECTOR OF WATER/WASTEWATER POSITION AS COMPLIANCE PROJECT MANAGER
- *CREATED OPERATIONS SUPERVISOR POSITION

CITY OF STATESBORO



COUNCIL

Phil Boyum, District 1
Sam Jones, District 2
Jeff Yawn, District 3
John Riggs, District 4
Travis L. Chance, District 5

Jan J. Moore, Mayor
Randy Wetmore, City Manager
Robert Cheshire, Deputy City Manager
Sue Starling, City Clerk
I. Cain Smith, City Attorney

50 EAST MAIN STREET • P.O. BOX 348
STATESBORO, GEORGIA 30459-0348

To: Randy Wetmore, City Manager

From: Jason Boyles, Director of Public Works and Engineering
Brad Deal, PE, City Engineer

Date: 10/30/2017

RE: FY2018 Resurfacing List and LMIG Application

Policy Issue: Street Resurfacing

Recommendation:

Engineering staff recommends approval of the attached resolution, list for resurfacing projects for FY2018, and the GDOT LMIG FY2018 application.

Background:

Local Maintenance and Improvement Grant (LMIG), is an annual program in which GDOT allocates transportation funds to local governments. The City uses these funds to supplement the Street Resurfacing Budget. City Engineering staff evaluates City streets annually to prioritize and select streets for the yearly LMIG resurfacing list that is submitted to GDOT.

Budget Impact:

For FY2018, GDOT will allocate \$298,311 to the City of Statesboro with a minimum requirement of at least 30% matching funds. The City has \$315,000 in 2013 SPLOST funds budgeted in ENG-40. The total budget for the resurfacing project will be \$613,311.

Council Person and District:

The street resurfacing list includes streets in each district.

Attachments: LMIG Application
Resolution
Street Resurfacing List
Street Resurfacing Map

RESOLUTION #2017-40:

A Resolution approving the City of Statesboro Proposed Fiscal Year 2018 Street Resurfacing Program List and further authorizing the Mayor to execute the Georgia Department of Transportation (GDOT) Local Maintenance & Improvement Grant (LMIG) Application for Fiscal Year 2018.

THAT WHEREAS, the City participates in the GDOT LMIG Program;

WHEREAS, this program provides funding assistance for road improvement projects within the City of Statesboro for the benefit of the citizenry;

WHEREAS, the LMIG program requires that the City present a list of streets for participation annually and that the City execute the Local Government Affidavit and Certification in order to receive funding assistance for the listed streets, with the City providing at least 30% matching funds;

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Statesboro, Georgia as follows:

Section 1. The City Engineer has prepared a list of roads for funding through the LMIG program to the City Manager. The City Manager has reviewed the list and recommends approval by the City Council.

Section 2. The City Council has reviewed the list prepared by the City Engineer attached to this resolution and has received the recommendation of the City Manager. The City Council authorized the Mayor to execute the Local Government Affidavit and Certification with GDOT.

Section 3. That this Resolution shall be and remain effective from and after its date of adoption.

Adopted this 7th day of November, 2017.

CITY OF STATESBORO, GEORGIA

By: _____
Jan Moore, Mayor

Attest: _____
Sue Starling, City Clerk

District	Street Name	Beginning	End	Estimated Cost	Miles	Comments
1/5	Lester Road	Northside Drive	East Main	\$238,570	0.83	Mill at curb and gutter, leveling, resurfacing and striping of 41' wide road
2	Bruce Drive	Railroad Tracks	Terminus	\$101,390	0.59	Leveling, resurfacing and striping of 21' wide road
3	Granade Street	Savannah Ave	Grady Street	\$20,332	0.09	Leveling, resurfacing and striping of 30' wide road
1	Lee Street	East Main	Northside Drive	\$56,297	0.28	Leveling, resurfacing and striping of 24' wide road
4	Bermuda Run	Fair Road	730 feet West of Fair Road	\$26,754	0.12	Mill at curb and gutter, leveling, resurfacing and striping of 26' wide road
1	Hill Street	Zetterower Ave	North Main	\$86,205	0.32	Mill at curb and gutter, leveling, resurfacing and striping of 30' wide road
2	West Kennedy	South Main	South College	\$17,844	0.12	Leveling, resurfacing and striping of 21' wide road
2	Mikell Street	South Main	Institute Street	\$65,708	0.29	Mill at curb and gutter, leveling, resurfacing and striping of 30' wide road
Totals				\$613,101	2.64	

**GEORGIA DEPARTMENT OF TRANSPORTATION LOCAL
MAINTENANCE & IMPROVEMENT GRANT (LMIG)
APPLICATION FOR FISCAL YEAR 2017
TYPE OR PRINT LEGIBLY. ALL SECTIONS MUST BE COMPLETED.**

LOCAL GOVERNMENT INFORMATION

Date of Application: _____

Name of local government: CITY OF STATESBORO
 Address: PO BOX 348 STATESBORO, GA. 30459
 Contact Person and Title: DAVID CAMPBELL, ASSISTANT CITY ENGINEER
 Contact Person's Phone Number: 912-764-0655
 Contact Person's Fax Number: 912-764-0664
 Contact Person's Email: DAVID.CAMPBELL@STATESBORO.GA.GOV

Is the Priority List attached?

LOCAL GOVERNMENT AFFIDAVIT AND CERTIFICATION

I, JAN MOORE (Name), the MAYOR (Title), on behalf of CITY OF STATESBORO (Local Government), who being duly sworn do swear that the information given herein is true to the best of his/her knowledge and belief. Local Government swears and certifies that it has read and understands the LMIG General Guidelines and Rules and that it has complied with and will comply with the same.

Local government further swears and certifies that it has read and understands the regulations for the Georgia Planning Act of 1989 (O.C.G.A. § 45-12-200, et seq.), Service Delivery Strategy Act (O.C.G.A. § 36-70-20, et seq.), and the Local Government Budgets and Audits Act (O.C.G.A. 36-81-7 et seq.) and will comply in full with said provisions. Local government further swears and certifies that the roads or sections of roads described and shown on the local government's Project List are dedicated public roads and are part of the Public Road System in said county/city. Local government further swears and certifies that it complied with federal and/or state environmental protection laws and at the completion of the project(s), it met the match requirements as stated in the Transportation Investment ACT (TIA).

Further, the local government shall be responsible for any claim, damage, loss or expense that is attributable to negligent acts, errors, or omissions related to the designs, drawings, specifications, work and other services furnished by or on behalf of the local government pursuant to this Application ("Loss"). To the extent provided by law, the local government further agrees to hold harmless and indemnify the DEPARTMENT and the State of Georgia from all suits or claims that may arise from said Loss.

**GEORGIA DEPARTMENT OF TRANSPORTATION LOCAL
MAINTENANCE & IMPROVEMENT GRANT (LMIG)
APPLICATION FOR FISCAL YEAR 2017**

LOCAL GOVERNMENT AFFIDAVIT AND CERTIFICATION

If the local government fails to comply with these General Guidelines and Rules, or fails to comply with its Application and Certification, or fails to cooperate with the auditor(s) or fails to maintain and retain sufficient records, the DEPARTMENT may, at its discretion, prohibit the local government from participating in the LMIG program in the future and may pursue any available legal remedy to obtain reimbursement of the LMIG funds. Furthermore, if in the estimation of the DEPARTMENT, a roadway or bridge shows evidence of failure(s) due to poor workmanship, the use of substandard materials, or the failure to follow the required design and construction guidelines as set forth herein, the Department may pursue any available legal remedy to obtain reimbursement of the allocated LMIG funds or prohibit local government from participating in the LMIG program until such time as corrections are made to address the deficiencies or reimbursement is made. All projects identified on the Project list shall be constructed in accordance with the Department's Standard Specifications of Transportation Systems (Current Edition), Supplemental Specifications (Current Edition), and Special Provisions.

Local Government:

109296
E-Verify Number

_____(Signature)

Sworn to and subscribed before me,

_____(Print)

This ____ day of ____, 20__.

Mayor/ Commission Chairperson

In the presence of:

_____(Date)

NOTARY PUBLIC

LOCAL GOVERNMENT SEAL:

My Commission Expires:

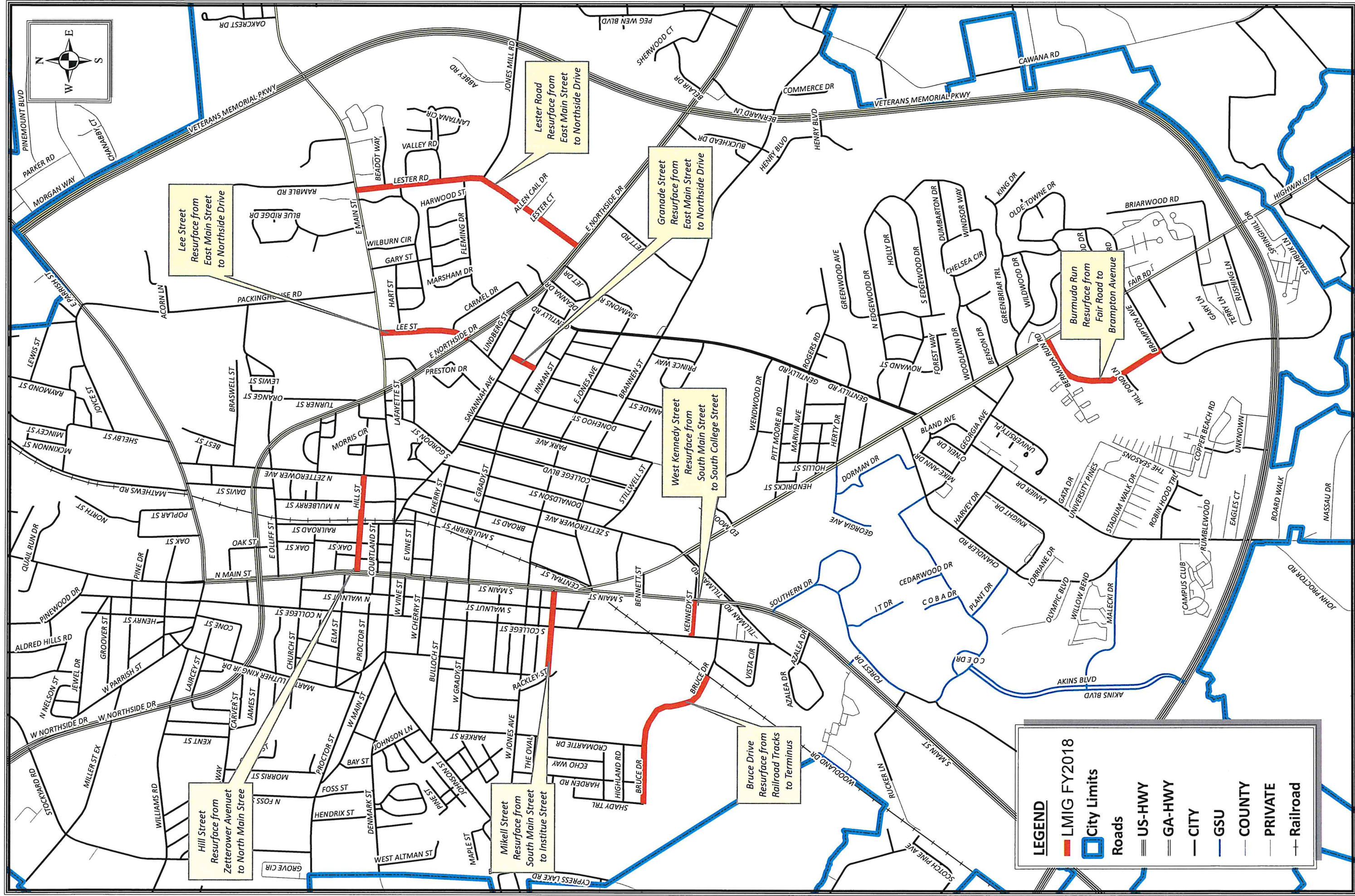
NOTARY SEAL:

FOR GDOT USE ONLY

The local government's Application is hereby granted and the amount allocated to the local government is _____. Such allocation must be spent on any or all of those projects listed in the Project List.

This ____ day of ____, 20__.

Terry L Gable
Local Grants Administrator



CITY OF STATESBORO



COUNCIL

Phil Boyum, District 1
Sam Jones, District 2
Jeff Yawn, District 3
John Riggs, District 4
Travis L. Chance, District 5

Jan J. Moore, Mayor
Randy Wetmore, City Manager
Robert Cheshire, Deputy City Manager
Sue Starling, City Clerk
I. Cain Smith, City Attorney

50 EAST MAIN STREET • P.O. BOX 348
STATESBORO, GEORGIA 30459-0348

To: Randy Wetmore, City Manager

From: Jason Boyles, Director of Public Works and Engineering
Brad Deal, P.E., City Engineer

Date: 10/31/2017

RE: Recommendation for Approval of Stormwater Master Planning: Task Order 2

Policy Issue: Purchasing

Recommendation:

Staff recommends approval of proposed Task Order #2 in the amount of \$90,220.00 from Ecological Planning Group, LLC (EPG) as part of their Stormwater Masterplanning Professional Services Agreement. Task Order 2 includes assessment and survey of basin #7 (MLK West Basin, see Attachment), Construct hydrology & hydrologic model of basin #7, recommend solutions and conceptual designs for issues discovered in basin #7, and project management as needed.

Background:

On August 16, 2016 City Council approved the City Manager to negotiate a contract with EPG to perform consulting services to assist the City in the preparation of master planning for our comprehensive stormwater management program. Staff has negotiated a cost for services under the second task order in a not to exceed amount of \$90,220.00. In addition Darren Prather, Director of Central Services, has offered GIS staff resources on this project to save the City money and to improve service delivery in maintaining StaGIS stormwater layers. Under the contract, or professional services agreement, EPG will perform a comprehensive list of services for the City. Therefore, we have separated EPG's services into separate task orders. This will be the second of those task orders.

Budget Impact:

The amount for Task Order #2, by EPG, of \$90,220.00 is below the budgeted amount of \$119,675.00. The project is to be paid for through stormwater utility funds under STM-1 Masterplanning CIP.

Council Person and District: Councilman Sam Jones in District 2

Attachments: Task Order #2

CC: Robert Cheshire, PE, Deputy City Manager
Darren Prather, Director of Central Services

TASK ORDER NO. 02

To the PROFESSIONAL SERVICES AGREEMENT Assessment, Modeling, and Conceptual Design of Basin No. 7

This Task Order, made and entered into by and between the Mayor and City Council of Statesboro, GA, hereinafter called the "CITY" and Ecological Planning Group, LLC., hereinafter called the "CONSULTANT", shall be incorporated into and become a part of the PROFESSIONAL SERVICES AGREEMENT (the "AGREEMENT") entered into by the parties hereto on _____.

A. PURPOSE

This Task Order authorizes and directs the CONSULTANT to proceed with assisting the CITY with completion of the assessment of the basin, hydrologic and hydraulic modeling of the existing drainage system, and conceptual design of drainage system improvements.

B. CONSULTANT'S SCOPE OF SERVICES

The Scope of Services, dated October 25, 2017, is specifically described herein. Based on the findings from Task Order 01, Basin #7 (MLK West) was identified as the highest priority basin to model and masterplan. Basin #7 has a total area of 242 acres, 3.1 miles of ditches, and 2.3 miles of pipe, and a map of this basin is provided at the end of this section. The specific tasks to complete for Basin #7, as part of this Task Order, are described below.

Task 1. Assessment and Survey of Basin #7

The Project Team will field-investigate any missing stormwater drainage features and connections that are apparent from the current GIS drainage inventory. The Project Team will also perform a survey of the closed and open drainage conveyance in Basin #7 (MLK West). All structures and pipe run inverts will be located with survey-grade accuracy sufficient for developing a hydraulic model of the system(s), and the coordinates and elevations of these structures will be updated in the City's GIS database. Survey-grade information is needed for the following structures:

Structure Type	Total Count
Box Culvert	5
Catch Basin	54
Curb Inlet	10
Drop Inlet	9
End of Pipe	47
Flared End Section	2
Headwall	19
Headwall, Double	1
Junction	13
Yard Inlet	6
Stream Cross Sections	22
Total	188

Field visits will also be conducted to inspect other site conditions that would impact drainage (e.g., terrain and structural breaklines, ditches, curb and gutter, etc.), such that they can be incorporated into the hydrologic / hydraulic (H&H) model.

Task 2: Construct H&H Model of Basin 7

Once the survey and field assessment of the basin has been completed, H&H modeling will be performed utilizing Streamline Technologies' ICPR4 1D/2D modeling software. Digital soils, land cover maps, and LIDAR data will be incorporated into the model utilizing ICPR4's georeferenced graphic system. The conditions of the existing drainage system will be modeled for the 1-year, 5-year, 10-year, 25-year, and 100-year, 24-hour design events to identify areas with drainage deficiencies. The results will be presented to the City to prioritize areas for conceptual designs to address these deficiencies. A map of the as-built stormwater system and summary report from the H&H modeling will be provided to the City. In addition, all survey results and model inputs that are identified or delineated in GIS (e.g., elevations of structures and inverts, coordinates, impervious cover) will be provided as GIS layers to the City.

Task 3: Recommendations and Conceptual Design

Conceptual design recommendations for regional pond/storage within the basin will be developed to address deficiencies identified in Task 2. If area is unavailable, the Project Team will consider options for adding new inlets or increasing pipe capacity. The Project Team will also identify areas on publicly-owned property and rights-of-ways where green infrastructure/low impact development (GI/LID) stormwater management practices may be implemented to infiltrate and treat stormwater runoff at its source and reduce runoff volume. Depending of the amount of green infrastructure retrofit opportunities identified, the increase in pipe size through traditional improvements may be less or may not be needed all together. The City may want to consider implementing some GI/LID retrofits because they provide additional water quality benefits and improve aesthetics. The Project Team will develop two (2) conceptual designs and cost estimates for regional pond/storage within the basin, which will be presented to the City.

Task 4: Project Management:

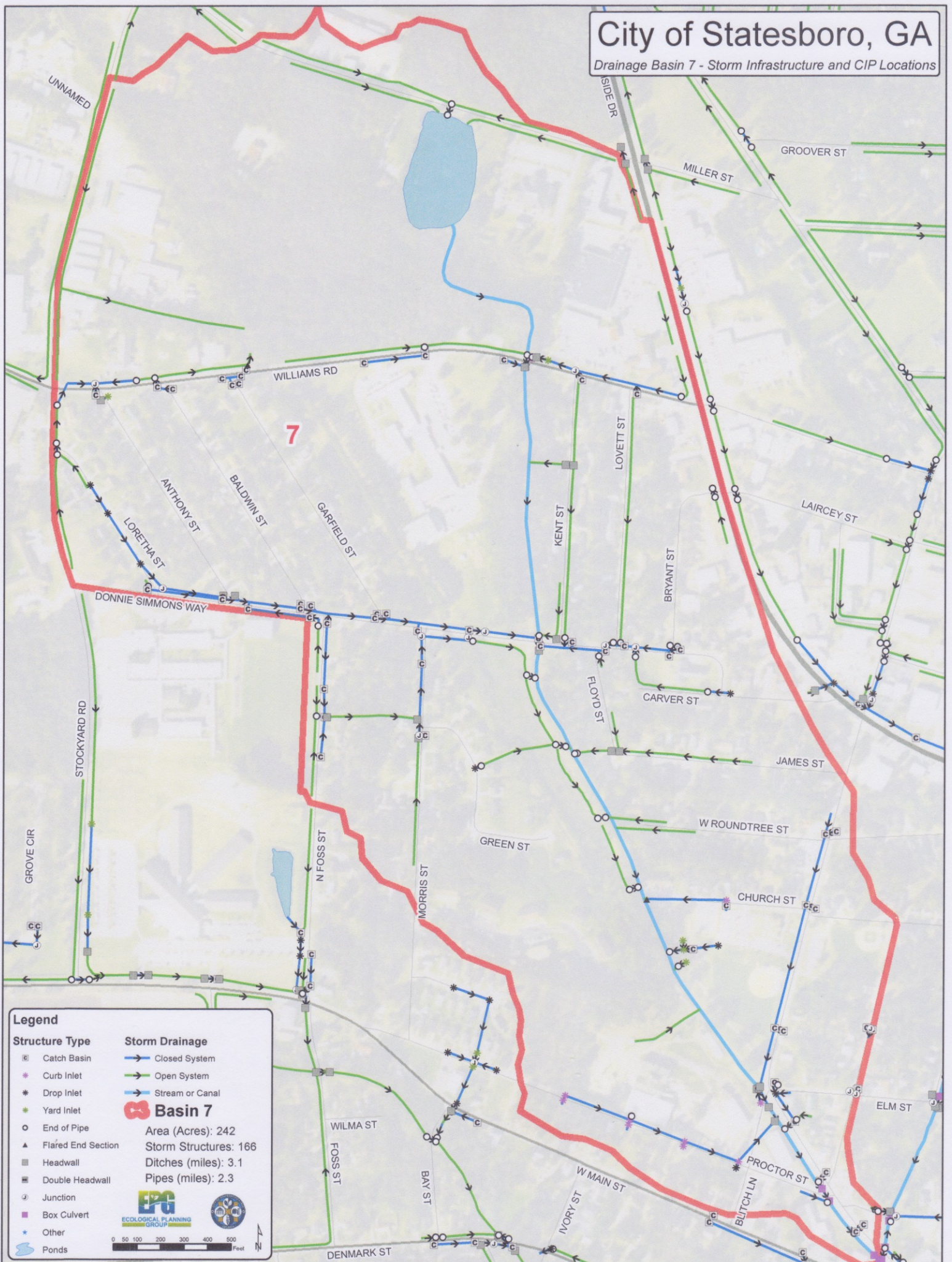
This task will include coordination with City staff, management of the project team, and general project management. The Project Team will attend a kick-off meeting with City staff and will continue to meet with the City periodically throughout the course of this project. EPG staff will also regularly communicate with and update the City on the progress of this project through emails and conference calls.

Schedule

The proposed schedule is to complete Task 1 within two (2) months after executing this Task Order. Once the survey and assessment of Basin #7 is complete, EPG proposes to complete the scope of services described herein within an additional three (3) months. The total project timeline is expected to be completed within five (5) months after executing the Task Order.

City of Statesboro, GA

Drainage Basin 7 - Storm Infrastructure and CIP Locations



C. CONSULTANT'S COMPENSATION

As consideration for providing the services enumerated within Item B (above) of this Task Order, the CITY shall pay the CONSULTANT in accordance with the AGREEMENT.

Task 1. Assessment of Basin 7

The specific method of compensation for this Task is **Lump Sum** as enumerated in the Exhibit B of the AGREEMENT. The Lump Sum amount for this task is \$35,420.

Task 2: Construct H&H Model of Basin 7

The specific method of compensation for this Task is **Lump Sum** as enumerated in the Exhibit B of the AGREEMENT. The Lump Sum amount for this task is \$39,475.

Task 3: Recommendations and Conceptual Design

The specific method of compensation for this Task is **Lump Sum** as enumerated in the Exhibit B of the AGREEMENT. The Lump Sum amount for this task is \$9,825.

Task 4: Project Management


The specific method of compensation for this Task is **Hourly Billing Rates** as enumerated in the Exhibit B of the AGREEMENT. CITY agrees to pay the CONSULTANT monthly, for work completed, on the basis of the standard hourly billing rates in effect when services are provided by the CONSULTANT's employees of various labor grades. The total contract amount for the Task shall not exceed \$5,500 without prior written authorization by the CITY.

IN WITNESS WHEREOF, the parties hereto have executed this Task Order on this, the _____ day of _____, 2017.

City of Statesboro, GA

By: _____
Signature
Jan Moore, Mayor

Ecological Planning Group, LLC.

By:  _____
Signature
Ed DiTommaso, Principal

CITY OF STATESBORO

COUNCIL

Phil Boyum, District 1
Sam Jones, District 2
Jeff Yawn, District 3
John Riggs, District 4
Travis L. Chance, District 5



Jan J. Moore, Mayor
Randy Wetmore, City Manager
Robert Cheshire, Deputy City Manager
Sue Starling, City Clerk
J. Alvin Leaphart, City Attorney

50 EAST MAIN STREET • P.O. BOX 348
STATESBORO, GEORGIA 30459-0348

**To: Randy Wetmore, City Manager
Robert Cheshire, Deputy City Manager**

From: Darren Prather, Central Services Director

Date: 10-31-2017

RE: Policy Issue: RFP Utility Billing Services

Recommendation:

We recommend this contract for utility billing services be awarded to South Data as they were unanimously selected by the evaluation team per the evaluation criteria contained in the request for proposals issued. If approved, this contract will be for one year with the option to renew, on a year to year basis, for two additional years.

Background:

The City of Statesboro issued a request for proposals (RFP) to provide utility billing services. If approved, this contract will provide services that include the mailing envelope, printing of the utility bill and postage. The total for this recommended vendor is \$0.43 per mailing times approximately 15,000 mailings a month (\$6,450 cost per month/\$77,400 cost per year). Currently, the City prints the bills in-house, uses an envelope stuffing machine that is in need of replacement and takes the bills to the post office. This process has a cost of approximately \$0.45 per mailing. When the cost of maintaining an envelope stuffing machine and other expenses are added to this cost per mailing of \$0.45 per mailing, an overall cost greater than the proposed contract amount of \$0.43 per mailing is reached. In addition to this cost, an employee's time spent overseeing the stuffing machine and running to the post office is saved. Since this was a RFP process, a team evaluated the proposals based on cost, experience with municipal billing, experience with similar projects and references. After proposals were evaluated by individual team members and discussed as a group, a unanimous consensus

was reached to recommend South Data for the utility billing services contract. The following vendors submitted proposals:

Vendor	Cost per Mailing
1. Info Send	\$.456
2. Lawhorn Group	*\$2.35
3. Professional Mail Service	\$.4715
4. Postal Pros	\$.498
5. South Data	\$.43
6. Touch Point	\$.453

Note:

Lawhorn did not bid as requested and added unneeded services in their lump sum total. South Data was the top selection by all five evaluation team members. In addition to offering the lowest cost per mailing in this RFP process, they also excelled in all other evaluation criteria areas as well.

Council Person and District: All

Attachments: None

CITY OF STATESBORO

COUNCIL

Phil Boyum, District 1
Sam Jones, District 2
Jeff Yawn, District 3
John Riggs, District 4
Travis L. Chance, District 5



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STATESBORO, GEORGIA 30459-0348

**To: Randy Wetmore, City Manager
Robert Cheshire, Deputy City Manager**

From: Darren Prather, Central Services Director

Date: 10-31-2017

RE: Policy Issue: Bid Award—Yard Spotter Truck/Transfer Station

Recommendation:

We recommend the City of Statesboro award the contract to purchase a yard spotter truck from Briggs Equipment in the amount of \$104,976.48 as they submitted the lowest responsive sealed bid.

Background:

The City of Statesboro issued an invitation to bid for the purchase of a new yard spotter truck. If approved, this truck will be used at the transfer station primarily to move trailers around the complex. The current yard spotter will be transferred to the Shop at Public Works for limited use and the Shop's current 1997 model will be brought to Council for surplus at a later date. This truck is budgeted in this fiscal year in the amount of \$115,000 and is listed under CIP# SWD-34. This invitation to bid was advertised as required and sent to several dealerships. We received sealed bids from the following:

1. Briggs Equipment	Ottawa T2 DOT 4x2	\$104,976.48
2. Cumberland Int. Trucks	Capacity TJ5000	\$107,326.32
3. Yancey Power Systems	Tico Pro Spotter DOT	\$109,116.02

Council Person and District: All

Attachments: None